DOCUMENT RESUME

ED 444 764 PS 028 868

AUTHOR	Beuch, Beth, Ed.; Beuch, Ethel, Ed.; Schloff, Pam, Ed.
TITLE	Family Child Care Calendar-Keeper[TM] 2001: A Record Keeping System Including Nutrition Information for Child Care Providers. Twenty-Fourth Edition.
ISBN	ISBN-1-884834-87-6
PUB DATE	2000-00-00
NOTE	201p.
AVAILABLE FROM	Redleaf Press, 450 North Syndicate, Suite 5, St. Paul, MN 55104-4125; Tel-800-423-8309 (Toll-Free), Tel: 651-641-0305; Fax: 800-641-0115 (Toll-Free).
PUB TYPE	Guides - Non-Classroom (055)
EDRS PRICE	EDRS Price MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	*Child Caregivers; Class Activities; Early Childhood Education; *Family Day Care; Learning Activities; Nutrition; Recipes (Food); *Recordkeeping; Tax Deductions; *Taxes
IDENTIFIERS	Menu Planning

ABSTRACT

Noting that accurate recordkeeping for tax purposes is extremely important for family child care providers, this calendar provides a format for recording typical family child care expenses and other information. Included are the following: (1) monthly expense charts with categories matching Schedule C; (2) attendance and payment log; (3) payment and income record; (4) child and adult care food program; (5) depreciation worksheet; (6) house expenses worksheet; (7) income tax worksheet; (8) waiting list; (9) emergency drill record; (10) emergency phone numbers; (11) mileage record; and (12) hours open. On each monthly calendar are recorded holidays and due dates for taxes. Also included for each month are suggested activities to fit the theme of the month, recipes and menu suggestions, business suggestions, nutrition notes, and suggested resources. (KB)

Reproductions supplied by EDRS are the best that can be made
from the original document.

ED 444 764

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)
☑ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.

- Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

TWENTY-FOURTH EDITION

Family Child Care

Calendar-Keeper™ 2001

REDLEAF
BUSINESS
SERIES

A Record Keeping System Including Nutrition Information for Child Care Providers

"Biker Wearing a Tie-Dyed Shirt"
Dustin, age 7

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

John Wurm

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

2B

Spotting Problems in Your Tax Return

by Tom Copeland, J.D.

Whether you hire someone to prepare your tax return or you fill out the forms yourself, it's important to review your tax forms closely before sending them in to the IRS. Doing so can reduce mistakes and even save you from an audit. Here is a quick checklist you can use to review your tax return:

☐ Did you claim 100% of your property tax and mortgage interest on **Schedule A** and also claim the Time-Space percentage of these items on **Form 8829?** This is incorrect. Make sure you only claimed the personal portion of these expenses on **Schedule A.**

☐ Did you claim the same insurance, repairs, and utilities expenses on both **Schedule C** and **Form 8829?** Do not count these expenses twice.

☐ Did you claim half of your self-employment tax on **Form 1040,** line 27? Don't forget this deduction.

☐ Did you check "yes" next to the boxes on **Form 4562,** lines 23a and 23b? If you didn't, this could trigger an audit.

☐ Did you check the expense categories on **Schedule C** to see if any expense line is significantly larger than any other line? With the exception of your food expenses (which are large), you don't want to group a lot of expenses under one category, such as supplies. Use the blank lines on line 27 to break out some of the expenses.

☐ Is line 7 on **Form 8829** at least 30%? This is your Time-Space percentage. If you work 10 hours a day, five days a week and use all the rooms in your home regularly for business, your Time-Space percentage will be at least 30%. Many providers work longer hours or have exclusive-use rooms, which would increase this percentage. Check to see that you recorded all your hours.

☐ Did you put most of your **Form 8829** expenses in column (b)? Only expenses that are 100% business-use go in column (a).

☐ If you have a taxpayer identification number, did you use this number on your **Schedule C** and **Schedule SE** forms? Use your Social Security number on all your other tax forms.

☐ If you are making payments on your vehicle, did you claim the business portion of your loan interest on **Schedule C,** line 10, even if you used the Standard Mileage Rate Method? Many providers forget this deduction.

☐ If you hired someone, even if only for a day or two, did you file the proper payroll forms for this employee? Nearly every worker in your business is an employee rather than an independent contractor.

☐ If you have children of your own who were under the age of 17 by the end of the year, did you claim the Child Tax Credit on **Form 1040?**

☐ Did you recheck the math on all your forms?

☐ Did you double-check the taxes you owe according to the tax tables in the IRS instruction book?

☐ If you are married, did both of you sign **Form 1040?**

☐ If you have children of your own, did you double-check to make sure that their Social Security numbers are entered on **Form 1040** and that the numbers are correct?

☐ Did you save copies of all backup worksheets or forms that were used to do your tax return?

☐ Did you put all your tax records in a sealed plastic storage box (to protect them from water damage) and put it in a safe place? Remember to save tax records for at least three years after the filing date.

Tom Copeland, J.D., is the director of Redleaf National Institute, the national center for the business of family child care. Information for this article was adapted from his *Family Child Care Tax Workbook*, an annual guide to preparing a tax return for home-based child care providers.

Tax Preparer Directory

The Web site of the Redleaf National Institute, www.redleafinstitute.org, features a national list of tax preparers familiar with family child care business. Visit the site for further information.

Special Offer for Activity Books

We're offering monthly specials for resources that will help you create great play times for the children in your care. See page 95 for the list of coupons that will help you save 20% off the retail price of our activity books.

If you would like to learn more about the books we're offering, call for our free catalog or visit our Web site and Redleaf Bookstore at www.redleafpress.org.

THANKS TO

the 2001 *Calendar-Keeper* Committee. They took suggestions from family child care providers across the nation and put them to work in this edition. They also took the time to field-test the recipes in this year's *Calendar-Keeper* with the children in their care. The *Calendar-Keeper* Committee is Barbara Cordes, Cathy Estrem, Carol Stramer, Karen Stramer, Lisa Mozingo, Cherie Niven, and Virginia Tierney.

Thanks also to the children of family child care homes who shared their unique views of life through their artwork and comments.

STAFF

Project Manager, Teina Rowell
Editors/Writers, Beth Beuch, Ethel Beuch, Pam Schloff
Administrative Coordinator, Angela Lillie
Layout/Production, Jesse Singer

Special thanks to Tom Copeland for his contributions.

© 2000, Twenty-Fourth Edition

ISBN 1-884834-87-6

Redleaf Press
a division of Resources for Child Caring
450 North Syndicate, Suite 5
St. Paul, MN 55104-4125
651-641-6601
800-423-8309

***Redleaf Press** is the publishing division of Resources for Child Caring (RCC), a nonprofit agency in St. Paul, Minnesota, dedicated to improving the lives of children by strengthening and supporting the people who care for them. Three values drive our mission: quality, diversity, and accessibility.*

Please note: We've done our best to include holidays that offer a variety of celebrations for your family child care business. Because many dates for holidays change from year to year, however, we cannot guarantee their complete accuracy. Check with your local library if you have questions. The observance of all Jewish holidays begins at sundown the previous day.

HOW TO USE CALENDAR-KEEPER 2001

New Expense Categories Match Schedule C

This year, we've changed how the expenses are listed in the Monthly Expense Chart columns. The *Calendar-Keeper* expense categories have been rearranged to correspond exactly to categories that appear on IRS Schedule C. We hope this will make it easier to track business expenses.

"Other Expenses"

"Other Expenses" is the last expense category listed on Schedule C. From our experience working with providers, we've identified and created five expense columns that can appear under Other Expenses: Food, Toys, Household Items, Cleaning Supplies, and Activity Expenses. There's also a Mileage column to record business-related trips.

Food Expenses

We recommend listing all of your food expenses, business *and* personal, in the Food column. We also recommend that you do *not* list your business food expenses as equal to reimbursement income from CACFP (Food Program). For a description of the special rules on reporting Food Program income and expenses, and how to estimate your business food expenses, see the *Family Child Care Record Keeping Guide* by Tom Copeland.

Customize Your Expense Categories

Feel free to make any changes you want on the expense charts to match how you record expenses for your business. Reorder the categories listed, or cross out a category and write in your own. We've also included several blank columns where you can create additional expense categories.

There are no IRS rules that require you to put certain expenses in specific expense categories. In other words, you can list children's birthday cards under Office Expenses or Supplies. Don't spend too much time worrying where an expense should be listed—use your best judgment. If a receipt contains expenses for more than one expense category, you can break down the expenses into multiple categories, or simply list all the expenses under one category.

For more information

For additional information on expenses and record keeping, see the *Family Child Care Record Keeping Guide* (formerly *The Basic Guide to Family Child Care Record Keeping*) by Tom Copeland, J.D. The newly revised guide (see page 56) lists over 1,000 family child care business deductions as they appear under the expense categories we've listed.

Attendance and Payment Log

Below are some examples of ways to use the Attendance and Payment Log. Remember, the system to use is the one that works best for you. The TOTAL columns at the bottom of the Attendance and Payment Log should only be used for totaling payments.

Example A

Provider has steady attendance, both full-time and part-time, but no drop-ins. She is paid whether the child is there or not.

Method 1 Provider only checks (✔) attendance and records total hours in attendance. Parent payments are recorded either on the Attendance and Payment Log or on the Payment and Income Record.

CHILD'S NAME	S	M	T	W	T	F	S	TOTAL HRS
Hannah		✓	✓	✓	✓	✓		40
Chad		✓	✓	ab	✓	✓		15

Method 2 Provider writes in total hours in attendance and records weekly payments in the TOTAL column of the Attendance and Payment Log.

CHILD'S NAME	S	M	T	W	T	F	S	TOTAL $
Hannah		8	8	8	8	8		80
Chad		3	3	ab	3	3		35

Example B

Provider only does part-time child care. She is paid by the hour.

Method 1 Provider divides boxes, noting drop-off and pick-up times, and records total hours in attendance. Payments are recorded on the Payment and Income Record or on the Attendance and Payment Log.

CHILD'S NAME	S	M	T	W	T	F	S	TOTAL
Shoua			3/5		3/6			5
Paul		8/10		8/10				4

Method 2 Provider uses 2 lines, noting drop-off and pick-up times, totaling the number of hours in attendance each day on the second line, and recording the total hours in attendance each week in the Saturday column. Payments are recorded in the TOTAL column of the Attendance and Payment Log or on the Payment and Income Record.

Shoua			3/5	3/6				
			2	3				$10
Paul		8/10			8/10			
		2			2		4	$8

Example C

Provider has some steady full-time, some steady part-time, and some drop-in children. She uses a combination of methods—Example A, Method 1 and Example B, Method 1.

CHILD'S NAME		M	T	W	T	F		TOTAL HRS
Tanika		8	8	8	8	8		40
Paul		2		2		2		6
Dawn		1/4						3

Child and Adult Care Food Program

Money received from the Food Program for children other than your own is reported as **income** on your tax form. Money you receive for your own children, because you are income-eligible, is not taxable. Money you spent purchasing food is considered an **expense** and should be recorded in the first column on the Monthly Expense Record.

Space to record claim information is provided on the Attendance and Payment Log. Income from the Food Program can be recorded on either the Attendance and Payment Log or the Payment and Income Record. On the Attendance and Payment Log, you have the ability to keep a monthly and year-to-date total of Food Program, parent fee, and other income and still arrive at a year-to-date total income amount. This can help you track your income by category each year.

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD
JANUARY INCOME			
BALANCE FORWARD			
TOTAL Y-T-D INCOME			

Payment and Income Record

These eight pages (85-92) are an alternative to the Attendance and Payment Log for recording your income. You can use the Attendance and Payment Log to record attendance only and use the Payment and Income Record to record income. To use these pages, write in the date you expect parents to pay you. Record the amount (and check number) in the correct space, and total for the month. At the bottom of the page, include Food Program income and any other income you receive. For the second, third, and fourth quarters, a space is provided for "balance carried forward." A paper clip or piece of tape on the edge of the Payment and Income Record page will make it easy to find in the *Calendar-Keeper*.

Child's Name	JANUARY					JAN TOTAL
	6	13	20	27		
Ling	4130 $62.00	4229 59.00	4275 89.00	4301 75.00	(Ck#)	285.00
Maggie	Cash 50.00	Cash 50.00	Cash 50.00	Cash 50.00		200.00

Depreciation Worksheet — see page 81

This chart and its directions help you calculate your depreciation expense for your federal income tax.

House Expenses Worksheet — see page 82

This chart is designed for you to record your utilities and other home expenses that are often shared by your family and your business. Space is provided for you to record the portion of these expenses that can be claimed as a business expense on your federal income tax return.

Income Tax Worksheet — see page 83

Record your total income and expenses for the year on this chart. It lists the most common expenses (deductions) used by family child care providers when they file their income tax return.

Waiting List — see page 84

Keep your waiting list in the *Calendar-Keeper* with your other records. Be sure to record the child's age and times/days the slot is needed. The spaces are wide so you can fit two contact names and phone numbers in them.

Emergency Drill Record — see page 84

The Emergency Drill Record will help you stay organized and keep an accurate record of this important routine. There is space to record a monthly fire drill and one other emergency drill (storm, tornado, earthquake). Faithful practice and good records help make everyone safer.

Emergency Phone Numbers — see pages 93-94

Although you should have additional information for each child, this form provides quick access to the basic information. You may want to make a photocopy of this sheet to take with you on outings or field trips. There are lines for your own address and phone because this information may be needed in an emergency, and you may not be the person making the emergency phone call.

Mileage Record — see page 97

A mileage sheet has been included. When you drive your vehicle primarily for child care-related business (shopping, field trips), the trip is deductible. You must keep some type of accurate records that verify your travel. These records may be collected by saving receipts of business purchases, keeping photos of field trips, marking trips on the daily squares in each month's calendar, or continuing to use the mileage sheet. If you use the mileage sheet, you may want to copy the form or keep a mileage notebook in your car. (You might also want to use the *Mileage-Keeper*, conveniently sized to fit in your glove compartment.)

Hours Open

We've provided a place at the top of each month's calendar to record and total the number of hours you were open and the number of hours you worked on business-related activities each month (such as cleaning, lesson planning, and record keeping), with a year-to-date total. This can help with calculating your Time-Space percentage.

Your Comments

Yes! We really do read all of your comments and suggestions. Whenever possible, we try to incorporate your good ideas. Use the forms on pages 5 and 6 to send in your comments and ideas for the next *Calendar-Keeper*.

Tax Record-Keeping Tips

Hours You Use Your Home for Business

You are entitled to claim a portion of your household expenses as business deductions. These expenses include property tax, mortgage interest, utilities, house insurance, house depreciation, house repairs, home improvements, and personal property depreciation. How much you can deduct for these expenses depends on the business use of your home (the Time-Space percentage). You can use your *Calendar-Keeper* to record the number of hours you use your home for business. For a complete explanation of the Time-Space percentage, see the *Family Child Care Record Keeping Guide* (see page 56).

Hours Open for Business

You may include in the calculation of your Time-Space percentage all the hours you spend caring for children. If you care for children on a regular schedule, you need not keep track of these hours on your calendar. Make sure you have some written record of your business hours on your parent contracts, advertising flyers, or parent policy handbook, or develop some other record. If you care for children on an irregular basis, mark your *Calendar-Keeper* whenever you are working. If children stay overnight, record all the time they are in your home. If children occasionally come early or stay late, mark this extra time as well. For example:

Phyllis's normal hours are 7 A.M. to 5 P.M. Total extra hours: 16 hours, 45 minutes

S	M	T	W	T	F	S
	Sharon leaves 5:30, 30 min		Todd arrives 6:45, 15 min		Maria stays overnight, 5 P.M.	Parents pick up Maria 9 A.M., 16 hrs

Parent Interviews and Phone Calls

Record the amount of time you spend outside of regular business hours interviewing parents or talking to parents on the phone. Don't count this time if you are also caring for children—you can't count the same time twice.

Record Keeping

Record time you spend doing business record keeping, planning your menus, preparing shopping lists, balancing your checkbook, or doing financial bookkeeping for your business. Only time spent on business purposes may be counted. Do not include time spent on record keeping if you are caring for children at the same time. For example:

S	M	T	W	T	F	S
1 Balance checkbook, 30 min	2	3 Talk to Claire's mother, 15 min	4	5	6 5-6 P.M. interview the Smiths	7 Plan menus, 1 hr
8 Call from Juan's father, Juan is ill, 20 min	9	10	11	12	13	14 Plan menus, 1 hr

Cleaning, Cooking, Preparing Activities

The hours you spend cleaning, cooking, and preparing activities for your business, when children are not present, can be counted in the calculation of the Time-Space percentage. You may record these business hours in one of two ways. The first method is to mark your *Calendar-Keeper* each time you are engaged in business activities. The IRS may challenge providers by arguing that some of the hours reported are spent in personal activities. To avoid this, record personal activities separately. For example:

S	M	T	W	T	F	S
business cleaning, 1 hr personal cleaning, 1 hr business cooking, 1 hr	7 P.M. business cleaning, 1 hr		7 A.M. business cleaning, 1 hr. 7 P.M. personal cleaning, 1 hr	7 P.M. business cooking, 30 min	7 P.M. business cleaning, 1 hr	Plan trip to park, 30 min

The second method is to prepare, in advance, a weekly or monthly schedule that indicates when you plan to spend time on business. Such a schedule is likely to be accepted by the IRS if it is kept regularly and carefully followed. You may use the *Calendar-Keeper* to prepare your schedule, or write it out in a separate notebook. For example:

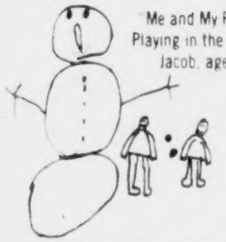
S	M	T	W	T	F	S
business cleaning, 1 hr	daily clean, 1hr		cook, 1 hr			
personal cleaning, 1 hr	daily clean, 1hr		cook, 1 hr.			
business cooking, 1 hr	daily clean, 1hr		cook, 1 hr.			

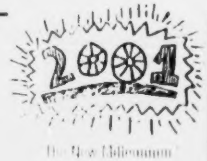
Notes on Record Keeping

- Review the record-keeping notes on your *Calendar-Keeper* at the end of each month to make sure you recorded all your business activities.
- You may not count hours spent away from your home in your Time-Space percentage. This includes time spent shopping or transporting children to school.

January 2001

No Hours Open*
Other Hours Worked**
Year-to-Date Total

S	M	T	W	Th	F	S
 "Me and My Friend Playing in the Snow" Jacob, age 8	1 **National Soup Month** Japanese Year 13 begins New Year's Day Last Day of Kwanzaa Record your vehicle's odometer reading.	2	3	4	5 George Washington Carver Day	6 Epiphany
7 Eastern Orthodox Christmas See pg. 95 for our monthly book special.	8	9	10	11	12	13
14	15 Martin Luther King Jr.'s Birthday (observed) 2000 4th quarter estimated taxes due.	16 Fire Drill Day	17	18 A. A. Milne's Birthday Pooh Day	19	20
21	22	23	24 Chinese Year of the Snake	25	26	27
28 12 Ernie's Birthday (Bert's Buddy)	29	30	31 Call your local R & R agency; update your service.			



"The New Millennium"
[illegible]

DECEMBER 2000

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

---

*For the purposes of calculating your Time percentage, "hours open" refers to hours when children are present (not your advertised work hours).

**For the purposes of calculating your Time percentage, "other hours worked" refers to hours spent on business activities in the home (cleaning, meal preparation, activity planning, etc.) when children are not present.

PROVIDER SURVEY

Redleaf Press thanks you for making the *Calendar-Keeper* an important resource for family child care providers for over 20 years. We again ask that you assist in making the *Calendar-Keeper* the best it can be by completing this survey. As always, what you have to say will be carefully considered.

1) How did you originally find out about the *Calendar-Keeper?*
____Redleaf Press catalog
____Family Child Care Association
____Another provider
____Other (please specify) ________________________
____Food Program
____R&R/Agency
____Conference
____Internet

2) Rate the importance to your program of each of these sections in the *Calendar-Keeper:*

	Essential	**Like it**	**Don't use it**
Attendance and Payment Log	___	___	___
Payment and Income Record	___	___	___
Expenses	___	___	___
Recipes/Menus	___	___	___
Activities	___	___	___
Business Basics	___	___	___
Nutrition Notes	___	___	___
Resources	___	___	___
Notes	___	___	___
Depreciation Worksheet	___	___	___
House Expenses Worksheet	___	___	___
Income Tax Worksheet	___	___	___

3) What is the most valuable feature of the *Calendar-Keeper?* ________________________

4) General comments on the *Calendar-Keeper:* ________________________
____
____

5) Would you purchase a large edition of the *Calendar-Keeper,* 16 x 11½ inch trim size? yes no

6) Would you be willing to pay $29.95 for the large edition of the *Calendar-Keeper?* yes no

7) How many children, not including your own, do you care for?
Infants_____ Preschool_____ School Age_____
How many are full-time?_____ How many are part-time?_____ How many are drop-in?_____

8) How many hours a week do you spend caring for children? _______
How many hours a week do you spend in your home doing other business activities? _______

9) Are you incorporated and filing a corporate tax return? yes no
Are you a partnership and filing a partnership tax return? yes no

10) Do you have any employees, including any relatives, being paid to work for you? yes no

11) Do you use a tax preparer to do your taxes? yes no

12) In the last 2 years, have you attended a workshop by Tom Copeland? yes no

We Value Your Input

Every year, we review the surveys sent to us by providers like you who use the *Calendar-Keeper* in their business. Every suggestion we get is researched to see if it can help make our resources easier to use and more helpful for your business. For example, last year providers suggested we double the expenses and attendance space to give you the room you need for your records. This year, we've done the same to the quarterly totals pages to match the monthly sections.

At times, we receive suggestions that we can't do because they would make the *Calendar-Keeper* too expensive for our providers. For example, some providers wanted to know if this year's edition could include monthly tabs for easy reference, but the cost was too high to implement.

We value your input and want to make the *Calendar-Keeper* the best we can. Thank you for filling out the survey and sending it to us!

____**Yes**, add my name to Redleaf Press's mailing list to receive free catalogs and promotional materials.

____**Yes**, please contact me about membership in the Redleaf National Institute.

Name ________________________
Organization ________________________
Address ________________________
City, State, Zip ________________________
Telephone ________________________
E-mail* ________________________

*Note: Redleaf Press respects your on-line time and privacy. We will only send e-mail to those who have signed up to receive it. If you prefer that we don't contact you via e-mail, please leave this line blank.

You Are the Expert!

Next year we would like to include more craft ideas, tips, and recipes from providers. Please turn the page and give us some of your ideas. Maybe you'll see them in the 2002 *Calendar-Keeper.*

WE'D LIKE YOUR SUGGESTIONS!

We ask you to share your favorite recipes and activities that help children learn. We would be most appreciative if you would take a few minutes to complete this survey and mail it to us by January 31, 2001.

1) How many years have you been a family child care provider? ____________________

2) How many years have you used the *Calendar-Keeper?* ____________________

3) What is your biggest challenge as a family child care provider? ____________________

____

____

4) What do you find most rewarding? ____________________

____

____

____

5) Do you have favorite recipes, especially for healthy and culturally diverse foods that your kids love to eat? If so, please send them to us. Be sure to tell us if the recipe is from a book or magazine, and include the title and year of publication. All recipes should fit the CACFP guidelines.

____

____

____

____

6) Would you share a favorite activity that teaches children a new skill? Please list materials needed, procedure, and the skill it teaches. ____________________

____

____

____

____

7) What is the most effective method of advertising you've used to attract new clients?

____

____

____

8) What additional family child care products and types of products would you like to be able to buy through Redleaf Press? ____________________

____

____

____

See your children's art in the 2002 *Calendar-Keeper.*
Please note that the art we use in the *Calendar-Keeper* comes from children in family child care homes. If the children in your home would like their art considered for the 2002 *Calendar-Keeper,* please submit their work on 8½-by-11-inch white paper. The children should use black felt tip pens (not chisel tip or broad nib markers). On the back of each picture, write the child's first name and age and the title in pencil. Please do not fold the art. All artwork to be considered must reach us by January 31, 2001.

Artwork submitted for consideration will not be returned and becomes the sole property of Redleaf Press.

The *Calendar-Keeper* production committee reviews all ideas you send. We greatly value your suggestions and will use as many as possible in the forthcoming editions of the *Calendar-Keeper.*
Thank you for taking the time to fill out this survey. Please return it to:

Calendar-Keeper Editor
Redleaf Press
450 North Syndicate, Suite 5
St. Paul, MN 55104

Your City ____________________ State ____________

Visit Us On-Line

We have three on-line resources to help you with your family child care business.

www.redleafpress.org
Order from the Redleaf Bookstore, join in a discussion of child care issues in the Redleaf Forum, or see our Schedule of Events for training and workshops in your area.

www.redleafinstitute.org
Visit the national center for the business of family child care. Find a qualified tax preparer in your area, find out when Institute staff will be training in your area, and stay up to date on all the issues facing the business of family child care.

www.cksoft.com
The official site of *Calendar-Keeper* Software gives you all the information on the best software system designed specifically for home-based child care.

JANUARY

Theme: Arts and Crafts

Recipes

Yogurt Blender Pancakes (provider from Salem, NH)

1 egg
1 cup plain yogurt
2 Tbsp. oil
1 cup flour
1 Tbsp. maple syrup
1 tsp. baking powder
½ tsp. baking soda
¼ tsp. cinnamon

Mix all ingredients in blender. Cook on greased griddle. Top with berries.
Makes 10 four-inch pancakes. **Serves 10.**

Meal Component: 1 serving (4" pancake) = 1 bread alternate.
Nutrition Information: 98 calories, 3 g protein, 13 g carbohydrate, 0 g dietary fiber, 4 g total fat, 34% calories from fat, 1 g saturated fat.

Puri (Indian Flatbread) (from the Minneapolis *Star Tribune*, Taste section, March 2, 2000)

1 cup whole wheat flour
½ cup white flour
½ tsp. black pepper
½ tsp. cumin
½ tsp. turmeric
½ tsp. salt
2 tsp. oil
¾ cup plain yogurt
Oil for frying

Using a food processor or electric mixer, combine the flours, spices, salt, oil, and yogurt. Process (or mix) until dough forms. If it is quite sticky, add a little more flour. Remove and knead into a ball, then divide into 16 pieces. Roll out each piece on a lightly floured surface until very thin. Heat oil to 375°F. Fry the *puri*, one at a time, poking the piece down into the oil until it puffs up and gets light brown. Drain and serve hot (or cool, store in plastic; reheat before serving). **Serves 16.**

Menu of the Month

Breakfast
Milk
Yogurt Blender Pancakes*
Thawed Frozen Berries and Banana Slices

Morning Snack
Hard-Boiled Egg
English Muffin

Lunch
Milk
Turkey/Cheese Strips
Puri (Indian Flat Bread)*
Tomato Soup
Sliced Peaches

Afternoon Snack
Apple Fritter
Milk

Meal Component: 1 serving (1 *puri*) = 1 bread alternate.
Nutrition Information: 95 calories, 2 g protein, 9 g carbohydrate, 1 g dietary fiber, 3 g total fat, 42% calories from fat, 1 g saturated fat.

Activities for Kids

Our theme for this year is When We Play, We Learn, and we've chosen activities to help promote children's cognitive growth. Every activity was suggested by a provider and is organized into six areas of learning: language, science, math, music and movement, creative and sensory, and arts and crafts. All of these areas are interconnected when children play. For example, when children help bake bread, they use conversation and listening, math, and science skills and develop their senses during the course of the activity.

To learn about the world, how it works, and how they fit into it, children play. Children watch what adults do and practice through play. It's the main way they make sense of life. Building with blocks, trying on dress-up clothes, playing airport, setting up a store—all of these are imitations of the things children see adults do, and all involve play.

Creativity Kits (providers from Warrior, AL; Northampton, MA; and Benson, MN)

Materials:
Items for kits (see below)
Boxes for storage

Procedure: For kits, consider incorporating art projects (collage, sculpture); dramatic play (store, hospital, airport); counting, sorting, and making sets; and examining properties of items (for example, sticking and unsticking tape). Use singly or combine kits, and challenge children to invent games, express themselves, and document what they have learned in ways other than by writing or speaking. Here are kit ideas to get you started.

- A variety of household items—any kind of tape, paper punch, stapler, paper clips, brass fasteners, tweezers, glue, paste, glue stick, liquid starch, shaving cream.
- Paper of all sizes—wallpaper, self-adhesive, construction; junk mail; old magazines or catalogs; graph paper, writing tablets, file folders; all kinds of cardboard; adding machine tape.
- Household tools to paint, sculpt, or play with—spools, potato masher, forks, whisk, baster, toy cars, eyedroppers.
- Manipulatives to sort, count, and categorize—pins, keys, buttons, jewelry, rocks, and so on. (Children can sort buttons by size, color, or number of holes. Use these items for collages too.)
- Collage kit items—fabrics, rickrack, tissue paper, crushed eggshells, ribbon, stickers, pieces of wood, paper-punch confetti, wood scraps, styrofoam packing.
- Containers—boxes, plastic containers, coffee cans in a variety of sizes and shapes.
- Dramatic play kit—clothes, purses, jewelry, scarves, shoes.

Business Briefs

Call your CCR&R to see that your listing is up to date and to talk to a referral counselor about parent demand in your area.
• Fill out IRS Form W-10 and give a copy to each parent. Have the parent sign a year-end receipt for last year's child care payments. Mail a copy of the W-10 to those parents who left you earlier in the year. • This year's business briefs are taken from the *Family Child Care Marketing Guide* by Tom Copeland.

Nutrition Notes

Do you have a "picky eater" in your child care?
A provider from Dover, NH, says: "We turn common foods into uncommon ones: gnocchi (pasta) are 'caterpillars,' tortellini are 'hats,' cheese ravioli become 'cheese pillows,' apples sliced with a rippled garnisher make 'apple chips,' buns cut with a butterfly cookie cutter become a 'butterfly burger.'" Be creative!

Resources

Moomaw, Sally, and Brenda Hieronymus. *More Than Painting: Exploring the Wonders of Art for Preschool and Kindergarten*. St. Paul: Redleaf Press, 1999. Easy-to-understand activities that include ideas for collage, three-dimensional art, and sewing, as well as painting and printing. Available from Redleaf Press, 800-423-8309.

Notes

---

*Guidelines for the proper credit of food may vary in some states. Please check with the CACFP in your state for more information.

JANUARY ATTENDANCE AND PAYMENT LOG

To record drop-off and pick-up times that vary, try using two lines per child.

CHILD'S NAME	S	M 1	T 2	W 3	T 4	F 5	S 6	TOTAL	S 7	M 8	T 9	W 10	T 11	F 12	S 13	TOTAL	S 14	M 15	T 16	W 17	T 18	F 19	S 20	TOTAL	S 21	M 22	T 23	W 24	T 25	F 26	S 27	TOTAL	S 28	M 29	T 30	W 31	T	F	S	TOTAL	S	M	TOTAL
20																																											21

JANUARY CONTINUED

CHILD'S NAME	S	M 1	T 2	W 3	T 4	F 5	S 6	TOTAL	S 7	M 8	T 9	W 10	T 11	F 12	S 13	TOTAL	S 14	M 15	T 16	W 17	T 18	F 19	S 20	TOTAL	S 21	M 22	T 23	W 24	T 25	F 26	S 27	TOTAL	S 28	M 29	T 30	W 31	T	F	S	TOTAL	S	M	TOTAL

WEEKLY PAYMENT TOTALS

MEAL COUNT TALLY	Food Program	Non-Reimbursed	Total
BREAKFASTS			
LUNCHES			
SNACKS			
SUPPERS			
Date Food Program Claim Sent		Received	

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD			
JANUARY INCOME				=	JAN TOTAL	
BALANCE FORWARD				=	BALANCE FWD TOTAL	
TOTAL Y-T-D INCOME				=	TOTAL Y-T-D	

JANUARY EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	ADVERTISING	INSURANCE	INTEREST	LEGAL & PROFESSIONAL SERVICES	OFFICE EXPENSES	RENT OF BUSINESS PROPERTY	REPAIR & MAINTENANCE	SUPPLIES		MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

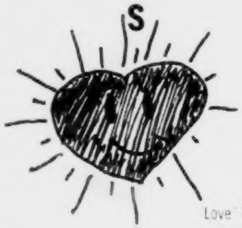
JANUARY EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	TAXES & LICENSES	TRAVEL & ENTERTAINMENT	FOOD	TOYS	HOUSEHOLD ITEMS	CLEANING SUPPLIES	ACTIVITY EXPENSES			MILES
THIS MONTH'S TOTAL													
BALANCE CARRIED FORWARD													
YEAR-TO-DATE TOTAL													

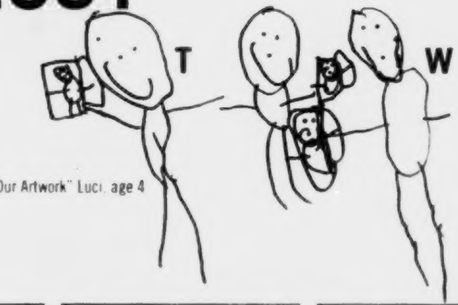
See page 83 for an explanation of how to transfer expenses to your tax forms.
You may wish to relabel the columns to fit your business needs.

February 2001

Previous Total	
No. Hours Open	
Other Hours Worked	
Year-to-Date Total	



"Love" Betsy, age 14



"Us Holding Up Our Artwork" Luci, age 4

S	M	T	W	Th	F	S
				1 **Black History Month** **Heart Month**	2 Ground Hog Day	3
4 Rosa Parks's Birthday See pg. 95 for our monthly book special.	5	6	7 Laura Ingalls Wilder's Birthday	8 Boy Scout Day	9	10
11	12 Abraham Lincoln's Birthday	13	14 St. Valentine's Day	15 Fire Drill Day Susan B. Anthony Day	16	17
18 International Friendship Week	19 Presidents' Day	20 Mohammed's Birthday	21	22 George Washington's Birthday	23	24
25 28	26 Call your local R & R agency; update your service.	27 Mardi Gras	28 Ash Wednesday			

"House with Lots of Windows" Brittany, age 4

JANUARY 2001

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

Theme: Arts and Crafts

Recipes

Two Two Smoothie (from *Sunset Best Kids Cook Book*, Sunset Publishing Corporation)
"Easy to make and to remember—use two of each ingredient. A simple, fun, and healthy treat!"

Provider Tested

2 bananas
2 cups orange juice
2 ice cubes

Chop ice cubes in blender. Add bananas and orange juice and mix until blended. **Serves 6.**

Meal Component: 1 serving (½ cup) = 1 fruit/vegetable.
Nutrition Information: 107 calories, 1 g protein, 26 g carbohydrate, 2 g dietary fiber, 0 g total fat, 4% calories from fat, 0 g saturated fat.

Peanut Butter Cup Planks (provider from Cedar Rapids, IA)
"Easy and tasty, but a bit messy!"

Provider Tested

4 squares of graham cracker
1 Tbsp. smooth peanut butter
½ Tbsp. canned chocolate icing

Spread peanut butter on graham crackers and top with chocolate icing. **Serves 1.**

Meal Component: 1 serving (4 squares) = 1 bread alternate and 1 meat alternate.
Nutrition Information: 243 calories, 5 g protein, 29 g carbohydrate, 1 g dietary fiber, 13 g total fat, 48% calories from fat, 4 g saturated fat.

Guidelines for the proper credit of food may vary in some states. Please check with the CACFP in your state for more information.

Menu of the Month

Breakfast
Milk
Baked Apple
Cinnamon Toast

Morning Snack
Wheat Roll with Jelly
Two Two Smoothie*

Lunch
Milk
Chicken Strips
Noodles
Green Peas
Fruit Salad

Afternoon Snack
Peanut Butter Cup Planks*
Milk

Activities for Kids

Make a Collage (providers from Waverly, VA; Hibbing MN; and Ashland, MO)

Materials:
Things found in nature
Collage materials suggested in January
Materials to mount collages—paper, cardboard, styrofoam, self-stick paper, mat board
Adhesives—paste; plain, colored and glitter glue; self-stick paper; liquid starch
Chalk, paint, or markers

Procedure: Offer materials. Allow children to choose how and what to make. Experiment with many different materials. Let the kids make choices about what to paste and how and where to place objects. Offering choices helps them practice independence. They can complete a project by themselves or work cooperatively with another child. They learn about shapes, texture, size, color, and weight, and about various materials and how to attach them to make a design.

Add a language component by having the children talk about their construction, dictate a story, or share a story with a friend. For toddlers, provide colored paper scraps to be cut or torn by the children, rickrack, lace, ribbon, sequins, magazine pictures, and other items that are not choking hazards. Cut a square of self-stick paper for each child. Peel off the backing and place the sticky side up. Let the child choose what she wishes to stick on the sticky paper to create a design. Toddlers may just want to stick and unstick items to the paper. If the child wishes, you can place a second piece of paper over the design.

CAUTION: It is very easy for adults to ask a child to add materials, fill in what looks like an empty space, or in some way tell her what to do. However, this often tells the child that what she has done isn't good enough for the adult. Allow children to decide when their pictures are complete.

Business Briefs

Identify three benefits of your program, such as your number of years in business, your experience, and special activities you do with the children. Post them next to your phones so you can speak about them when potential clients call. • Give your current families a Valentine's Day card and a note of appreciation. If possible, create a referral promotion that rewards your current families with a certain amount of free care if they refer families to you who then join your program. • Marketing your services is a year-round activity. Don't try to squeeze all of your efforts into a few months—maintain a steady stream of activities each month.

Nutrition Notes

More "picky eater" suggestions:
Sometimes an easy idea like making a face with ingredients will encourage children to try new foods. A provider from Portland, OR, writes, "Use one rice cake per child; spread with peanut butter. Use three banana slices for eyes and nose. Use five raisins for mouth and eyes (pupils)."

Resources

Wiseman, Anne Sayre. *Making Things*. Boston: Little, Brown, 1997. This popular manual offers activities that emphasize learning by doing and encourages readers to use readily available everyday objects in new ways. Available from Redleaf Press, 800-423-8309.

Notes

FEBRUARY ATTENDANCE AND PAYMENT LOG

To record drop-off and pick-up times that vary, try using two lines per child.

CHILD'S NAME	S	M	T	W	T 1	F 2	S 3	TOTAL	S 4	M 5	T 6	W 7	T 8	F 9	S 10	TOTAL	S 11	M 12	T 13	W 14	T 15	F 16	S 17	TOTAL	S 18	M 19	T 20	W 21	T 22	F 23	S 24	TOTAL	S 25	M 26	T 27	W 28	T	F	S	TOTAL	S	M	TOTAL

FEBRUARY CONTINUED

CHILD'S NAME	S	M	T	W	T 1	F 2	S 3	TOTAL	S 4	M 5	T 6	W 7	T 8	F 9	S 10	TOTAL	S 11	M 12	T 13	W 14	T 15	F 16	S 17	TOTAL	S 18	M 19	T 20	W 21	T 22	F 23	S 24	TOTAL	S 25	M 26	T 27	W 28	T	F	S	TOTAL	S	M	TOTAL

WEEKLY PAYMENT TOTALS

MEAL COUNT TALLY	Food Program	Non-Reimbursed	Total
BREAKFASTS			
LUNCHES			
SNACKS			
SUPPERS			

Date Food Program Claim Sent Received

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD			
FEBRUARY INCOME				=	FEB TOTAL	
BALANCE FORWARD				=	BALANCE FWD TOTAL	
TOTAL Y-T-D INCOME				=	TOTAL Y-T-D	

FEBRUARY EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	ADVERTISING	INSURANCE	INTEREST	LEGAL & PROFESSIONAL SERVICES	OFFICE EXPENSES	RENT OF BUSINESS PROPERTY	REPAIR & MAINTENANCE	SUPPLIES		MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

FEBRUARY EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL		TAXES & LICENSES		TRAVEL & ENTERTAINMENT		FOOD		TOYS		HOUSEHOLD ITEMS		CLEANING SUPPLIES		ACTIVITY EXPENSES						MILES	
		THIS MONTH'S TOTAL																						
		BALANCE CARRIED FORWARD																						
		YEAR-TO-DATE TOTAL																						

See page 83 for an explanation of how to transfer expenses to your tax forms.
You may wish to relabel the columns to fit your business needs.

March 2001

Previous Total
No. Hours Open
Other Hours Worked
Year-to-Date Total

FEBRUARY 2001						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

APRIL 2001						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

"Friends Smiling and Having Fun"
Mitchell, age 6

S	M	T	W	Th	F	S
				1 Women's History Month National Nutrition Month	2 Dr. Seuss's Birthday	3
4 See pg. 95 for our monthly book special	5	6	7	8 International Women's Day	9 Purim	10
11 Johnny Appleseed Day	12 Girl Scout Day	13	14	15	16	17 St. Patrick's Day
18	19	20 Fire Drill Day Big Bird's Birthday Spring begins	21	22	23	24
25	26 Islamic New Year Call your local R & R agency update your service	27	28	29	30	31

MARCH

Theme: Language/Literacy

Recipes

Tortilla Roll-Ups (providers from Kenmore, NY, and Watson, IL)

8 flour tortillas
½ lb. cooked ham or turkey, cut into small pieces
½ lb. Colby jack cheese, shredded
½ cup chopped onion (optional)

Provider Tested

Over low heat, warm tortillas in covered skillet. Fill each with ham, cheese, and onion (if desired). Then roll them up. Return to skillet, cover, and heat over low heat until cheese starts to melt. Remove from heat and slice each rolled tortilla into 5 pieces to make them easier to eat. **Serves 10.**

Meal Component: 1 serving (4 pieces of a rolled tortilla) = 1 meat alternate and 1 bread alternate.
Nutrition Information: 250 calories, 15 g protein, 20 g carbohydrate, 1 g dietary fiber, 12 g total fat, 43% calories from fat, 6 g saturated fat

Fruity Salsa and Cinnamon Chips (provider from San Antonio, TX)
"Make the salsa ahead of time or the chips will disappear before you're ready—kids love these, especially the schoolagers!"

To make "chips":
8 tortillas
Cinnamon sugar: ¼ cup sugar mixed with 2 tsp. cinnamon

Preheat oven to 475°F. Brush each tortilla with water, using pastry brush; then sprinkle with cinnamon sugar mixture (1 teaspoon for each tortilla). Place on baking sheet and bake for 5–7 minutes.

To make "salsa":
3 granny smith apples, peeled, cored and chopped fine
1½ cup strawberries, hulled and sliced
1 kiwifruit, peeled and chopped
1 small orange
3 Tbsp. brown sugar
3 Tbsp. apple jelly

Provider Tested

Guidelines for the proper credit of food may vary in some states
Please check with the CACFP in your state for more information

Menu of the Month

Breakfast
Milk
Raisin Toast
Grape Juice

Morning Snack
Pumpernickel Bread
Cream Cheese
Pineapple Juice

Lunch
Milk
Tortilla Roll-Ups*
Steamed Broccoli
Orange Smiles

Afternoon Snack
Fruity Salsa and Cinnamon Chips*
Milk

Use a food processor, if available, to chop apples. Combine chopped apples, strawberries and kiwi in a bowl. Grate orange peel (zest) and squeeze the remainder of orange for juice. Add the zest and juice to the fruit mixture. Add brown sugar and apple jelly. Mix well. Chill for 15 minutes. Eat with chips. **Serves 10.**

Meal Component: 1 serving (½ tortilla and ¼ cup apple salsa) = 1 bread alternate and ½ fruit/vegetable.
Nutrition Information: 212 calories, 3 g protein, 45 g carbohydrate, 3 g dietary fiber, 3 g total fat, 12% calories from fat, 1 g saturated fat

Activities for Kids

Matching and Memory Games (providers from Bel Alton, MD; Oakdale, MN; San Jose, CA; Lawrence, KS; and Fremont, CA)

Materials: Pairs of cards (see "Preparation")

Preparation: Make 20 or more pairs of matching cards. Have children select pictures of familiar things from magazines, activity books, and so on. You will need two of each picture. Sorting and comparing is a challenge for very young children, so a red boat and a blue boat may not strike them as "matching." Keep this in mind as you select images for the cards.

Mount pairs on file folders, cover with self-adhesive paper, and cut apart. Use the same size and backing for future sets so they can be mixed and matched. Add pairs throughout the year.

Procedure: For toddlers, select only two or three pairs at a time. Have them find pictures of things they recognize and talk about them. Put pairs face up and find pictures that are alike. Encourage them to talk about the pictures. (Occasionally tape-record or write down things they say to show parents the vocabulary they are developing, and how they use words and make sentences.) Put two or three sets face down; take turns turning them over to find the matches.

With older children, use more pairs. Turn the cards face down. Take turns turning two cards face up to make a match. If they match, the player keeps the pair. If no match occurs, turn both cards face down in their original positions, and another player can take a turn.

Have two people each take four to six identical cards. One person describes what he sees on the card without naming it, and the other person finds that card in her set.

Adapt this to a group: A leader keeps 10 or 15 single cards and gives each player four or five of the matching cards. The leader describes one card, and the child who holds the matching card identifies it and keeps both cards.

Older preschoolers and schoolagers can match a card to a beginning or ending letter, or alphabetize a set.

Business Briefs

Print business cards listing your name and phone number. Distribute at least 30 to friends and neighbors. • Record a friendly and professional greeting on your answering machine. Remind family members to answer the phone as courteously as possible.

Nutrition Notes

Why We Need Vitamins:
Vitamins work as *catalysts* in chemical reactions within the body. Think of a *catalyst* as the spark that starts the ignition in your car. You can have gas and a working engine, but without that spark, the car won't start. Vitamins are essential for many chemical reactions that release energy, build tissues, and control the body's use of food. By themselves, vitamins don't supply energy in the form of calories. Some vitamins are fat-soluble and are stored in body tissues; some are water-soluble and are not stored. Fat-soluble vitamins (A, D, E, and K) are needed less frequently, and water-soluble vitamins (C and B-complex) are needed daily.

Resources

Swain, Gwenyth. *Eating.* Also by Gwenyth Swain, *Smiling.* Both from Carolrhoda Books, Minneapolis, 1999. What makes you smile? With simple text and engaging photos, the author takes young readers around the world to find out what foods people enjoy in different places, and what makes people smile. Available from Redleaf Press, 800-423-8309.

Notes

MARCH ATTENDANCE AND PAYMENT LOG

To record drop-off and pick-up times that vary, try using two lines per child.

CHILD'S NAME	S	M	T	W	T 1	F 2	S 3	TOTAL	S 4	M 5	T 6	W 7	T 8	F 9	S 10	TOTAL	S 11	M 12	T 13	W 14	T 15	F 16	S 17	TOTAL	S 18	M 19	T 20	W 21	T 22	F 23	S 24	TOTAL	S 25	M 26	T 27	W 28	T 29	F 30	S 31	TOTAL	S	M	TOTAL

MARCH CONTINUED

CHILD'S NAME	S	M	T	W	T 1	F 2	S 3	TOTAL	S 4	M 5	T 6	W 7	T 8	F 9	S 10	TOTAL	S 11	M 12	T 13	W 14	T 15	F 16	S 17	TOTAL	S 18	M 19	T 20	W 21	T 22	F 23	S 24	TOTAL	S 25	M 26	T 27	W 28	T 29	F 30	S 31	TOTAL	S	M	TOTAL
WEEKLY PAYMENT TOTALS																																											

MEAL COUNT TALLY	Food Program	Non-Reimbursed	Total
BREAKFASTS			
LUNCHES			
SNACKS			
SUPPERS			

Date Food Program Claim Sent Received

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD			
MARCH INCOME				=	MAR TOTAL	
BALANCE FORWARD				=	BALANCE FWD TOTAL	
TOTAL Y-T-D INCOME				=	TOTAL Y-T-D	

MARCH EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	ADVERTISING	INSURANCE	INTEREST	LEGAL & PROFESSIONAL SERVICES	OFFICE EXPENSES	RENT OF BUSINESS PROPERTY	REPAIR & MAINTENANCE	SUPPLIES		MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

MARCH EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	TAXES & LICENSES	TRAVEL & ENTERTAINMENT	FOOD	TOYS	HOUSEHOLD ITEMS	CLEANING SUPPLIES	ACTIVITY EXPENSES			MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

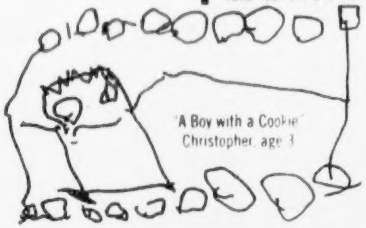
ee page 83 for an explanation of how to transfer expenses to your tax forms.
ou may wish to relabel the columns to fit your business needs.

April 2001

Previous Total	
No. Hours Open	
Other Hours Worked	
Year-to-Date Total	

S	M	T	W	Th	F	S
1 **Month of the Young Child** **Child Abuse Prevention Month** April Fools' Day Daylight Savings Time begins See pg. 95 for our monthly book special.	**2** International Children's Book Day	**3**	**4** Maya Angelou's Birthday	**5**	**6**	**7**
8 Buddha's Birthday Palm Sunday 1st Day of Passover National Garden Week Week of the Young Child	**9**	**10**	**11** Fire Drill Day	**12**	**13** Good Friday	**14**
15 Easter Sunday Eastern Orthodox Easter	**16** 2000 income taxes due 2001 1st quarter estimated taxes due	**17**	**18**	**19**	**20**	**21**
22 Earth Day	**23**	**24** Tornado Drill Day Child Care Professionals' Day	**25**	**26** John Audubon's Birthday Take Your Child to Work Day	**27** National Arbor Day	**28**
29 52	**30** Call your local R & R agency update your service.					

"Birds on a Spring Day"
Allyson, age 9



"A Boy with a Cookie"
Christopher, age 3

MARCH 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY 2001

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

Theme: Literacy

Recipes

Orange-Cinnamon French Toast (provider from Betton, TX)
"The best thing about this recipe is that everyone can eat at the same time!"

Provider Tested

2–4 Tbsp. butter or margarine, melted
2 Tbsp. maple syrup
½ tsp. cinnamon
3 eggs
½ cup orange juice
⅛ tsp. salt (optional)
8 slices of bread
Additional syrup (optional)

In a bowl, combine butter, syrup, and cinnamon. Pour into a greased 13 x 9 x 2" pan; spread to coat bottom of pan. In a shallow bowl, beat eggs, orange juice, and salt (if desired). Dip bread into egg mixture and place in prepared pan. Pour remaining egg mixture evenly over bread. Bake at 400°F for 15–20 minutes, or until golden brown. Invert onto serving platter; serve with syrup (if desired). **Serves 16.**

Meal Component: 1 serving (½ slice) = 1 bread alternate.
Nutrition Information: 103 calories, 2 g protein, 16 g carbohydrate, 0 g dietary fiber, 3 g total fat, 31% calories from fat, 2 g saturated fat.

Fruity Rice (provider from Bear, DE)

Provider Tested

1 cup of vanilla pudding
3 cups cooked rice
2 cups fruit cocktail, drained

Prepare pudding as directed. Using 1 cup of pudding, fold in cooked rice and drained fruit. Chill and serve. **Serves 12.**

Meal Component: 1 serving (½ cup) = 1 bread alternate.
Nutrition Information: 107 calories, 2 g protein, 24 g carbohydrate, 1 g dietary fiber, 1 g total fat, 5% calories from fat, 0 g saturated fat.

Guidelines for the proper credit of food may vary in some states.
Please check with the CACFP in your state for more information.

Menu of the Month

Breakfast
Milk
Orange-Cinnamon French Toast*
Pear Juice

Morning Snack
Graham Crackers
Peanut Butter

Lunch
Milk
Split Pea Soup
Ham Chunks
Saltines
Peaches

Afternoon Snack
Fruity Rice*
Apple Grape Juice

Activities for Kids

Visit Parents' Workplaces (provider from Ames, IA)

Materials:
List of parents' occupations
Books related to occupations
Writing and recording tools—paper, pencils, tape recorder, paint, sculpting materials

Procedure: Language and literacy include speaking, listening, reading, and writing. Planning and completing a field trip provides experiences in all these areas.

Plan a trip to visit each of the children's parents' workplaces. Think about the many language experiences you can provide. Before the visit, talk about jobs people do, list or chart the jobs, and speculate on what each job is like.

Read books about jobs. Draw up a list of words children use or could use and add to it as your planning continues. Make drawings and stories, and record ideas of what they think they will see.

Develop a list of four or five questions they want to ask the parents about their jobs.

During each visit, take pictures (where possible) and compare them to drawings and stories; talk about what the kids saw.

Write experience stories, label pictures, and listen to each child's memories. Plan a display of stories, drawings, pictures, and artifacts that will show parents what the children have learned.

More Ideas for Memory Cards
See March "Activities for Kids" for instructions to make Memory Cards. Use the cards singly as well as in pairs. You might:
Choose three single cards, two of which are alike in some way, and have children match the two that sound alike at the beginning, two that rhyme, one that doesn't fit, ones that fit a topic, ones that are part of a set (animals, food, clothing, hats, and so on).

Choose several cards to tell a story. Have an adult or child leader offer a starting sentence. Each child looks at the cards and adds something to the story. Tape the story and write it out on chart paper so children can read it again and again. They can make drawings, paintings, sculptures, or playdough objects to illustrate. Let them read the story for their parents.

Business Briefs

Always call your CCR&R as soon as you know when you'll have an opening. Lead times are very important and can help you maintain your income. • Join your local family child care association and take advantage of its member benefits. • Anticipate how many school-age openings you will have for the summer and tell your CCR&R. • The cost of marketing is tax-deductible. These costs include postage, film and processing for pictures, business cards, voice mail or answering machine, advertising, and more.

Nutrition Notes

Calcium:
Ninety-nine percent of our calcium supply goes into formation and maintenance of bones and teeth. But calcium is also needed for other body needs, such as nerve impulses and regulation of heart rhythm. All dairy products except butter are excellent sources of calcium. Children need more in proportion to body weight than adults to meet their body's need for bone and tooth development.

Resources

Neuman, Susan B., Carol Copple, and Sue Bredekamp. *Learning to Read and Write.* Washington, DC: NAEYC, 2000. Offers lots of ideas for teaching children to read and write, including arranging the environment, exposing children to books, and promoting awareness of print functions. Includes samples of children's work. Available from Redleaf Press, 800-423-8309.

Notes

APRIL ATTENDANCE AND PAYMENT LOG

To record drop-off and pick-up times that vary, try using two lines per child.

CHILD'S NAME	S 1	M 2	T 3	W 4	T 5	F 6	S 7	TOTAL	S 8	M 9	T 10	W 11	T 12	F 13	S 14	TOTAL	S 15	M 16	T 17	W 18	T 19	F 20	S 21	TOTAL	S 22	M 23	T 24	W 25	T 26	F 27	S 28	TOTAL	S 29	M 30	T	W	T	F	S	TOTAL	S	M	TOTAL

APRIL CONTINUED

CHILD'S NAME	S 1	M 2	T 3	W 4	T 5	F 6	S 7	TOTAL	S 8	M 9	T 10	W 11	T 12	F 13	S 14	TOTAL	S 15	M 16	T 17	W 18	T 19	F 20	S 21	TOTAL	S 22	M 23	T 24	W 25	T 26	F 27	S 28	TOTAL	S 29	M 30	T	W	T	F	S	TOTAL	S	M	TOTAL
WEEKLY PAYMENT TOTALS																																											

MEAL COUNT TALLY	Food Program	Non-Reimbursed	Total
BREAKFASTS			
LUNCHES			
SNACKS			
SUPPERS			

Date Food Program Claim Sent Received

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD			
APRIL INCOME				=	APR TOTAL	
BALANCE FORWARD				=	BALANCE FWD TOTAL	
TOTAL Y-T-D INCOME				=	TOTAL Y-T-D	

APRIL EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	ADVERTISING	INSURANCE	INTEREST	LEGAL & PROFESSIONAL SERVICES	OFFICE EXPENSES	RENT OF BUSINESS PROPERTY	REPAIR & MAINTENANCE	SUPPLIES		MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

APRIL EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	TAXES & LICENSES	TRAVEL & ENTERTAINMENT	FOOD	TOYS	HOUSEHOLD ITEMS	CLEANING SUPPLIES	ACTIVITY EXPENSES			MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

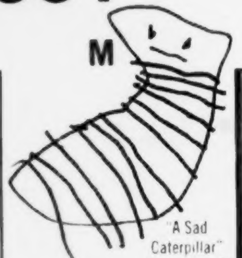
ee page 83 for an explanation of how to transfer expenses to your tax forms.
ou may wish to relabel the columns to fit your business needs.

May 2001

Previous Total
No. Hours Open
Other Hours Worked
Year-to-Date Total

APRIL 2001

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					


"A Sad Caterpillar"
Austin, age 5

S	M	T	W	Th	F	S
		1 **Asian Pacific American Heritage Month** **Older Americans Month** **Family Support Month** Mother Goose Day May Day	2	3	4	5 Cinco de Mayo
6 **Be Kind to Animals Week** **See pg. 95 for our monthly book special**	7	8 No Socks Day	9 Tornado Drill Day	10	11 Provider Appreciation Day	12
13 Mother's Day	14	15	16	17	18	19 Malcolm X's Birthday
20	21	22 Fire Drill Day	23	24	25	26
27	28 Memorial Day (observed) Shavuot	29	30	31 **Call your local R & R agency; update your service.**		

"Beautiful Flowers for My Mom"
Amanda, age 11

JUNE 2001

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

Theme: Math

Recipes

Rainbow Parfait (provider from Waverly, VA)
"Fun for the children to make themselves."

Provider Tested

1 (4 oz.) container of your favorite yogurt
½ cup fresh or canned fruit

In a small clear cup, layer 3 spoonfuls of fruit, 2 spoonfuls of yogurt, and repeat. **Serves 1.**

Meal Component: 1 serving (1 cup) = 1 meat alternate and 1 fruit/vegetable.
Nutrition Information: 173 calories, 2 g protein, 16 g carbohydrate, 0 g dietary fiber, 3 g total fat, 31% calories from fat, 2 g saturated fat.

'Squishy' Hot Dogs (provider from Muskegon, MI)

Provider Tested

10 hot dogs
10 buns
Condiments (ketchup/mustard) as desired

Boil hot dogs. Divide buns in half, lengthwise. Put condiments on each piece of bun. Cut hot dog lengthwise to avoid choking hazard. Place each hot dog piece onto a half of a bun and roll it tightly in aluminum foil. After a few minutes the bun conforms to the hot dog and it is easier to eat. Cut in small pieces for children under age 2. **Serves 20.**

Meal Component: 1 serving (½ hotdog and bun) = ½ meat alternate and 1 bread alternate.
Nutrition Information: 125 calories, 4 g protein, 10 g carbohydrate, 1 g dietary fiber, 8 g total fat, 56% calories from fat, 3 g saturated fat.

Guidelines for the proper credit of food may vary in some states.
Please check with the CACFP in your state for more information.

Menu of the Month

Breakfast
Milk
Scrambled Eggs
Wheat Toast
American Fries

Lunch
Milk
Squishy Hot Dogs*
Vegetable Beef Soup
Pineapple Chunks

Morning Snack
Rainbow Parfait*

Afternoon Snack
Tuna Salad
Saltines

Activities for Kids

Making Math Meaningful (providers from Rixeyville, VA; Ripley, WV; Dell Rapids, SD; Baltimore, MD; Tulsa, OK; Little Falls, MN; Newton, MA; and Muskegon, MI)

Materials:
Measuring tools: rulers, tape measure, string, etc.
Chart and graph paper
Cooking utensils
Food/snack items

Procedure: Measure the children's height, weight, hand-spread, how high they can reach—anything the children want to measure. Have a special picture or chart to record the measurements. If you have the same children a second year, use your charts from the previous year to show how things grow and change. Talk about pounds, ounces, feet, inches, record keeping, charting, and graphing.

Use other rules to measure things. For example, how many of Susie's footsteps does it take to go around the climber? Is it the same for Johnny's footsteps? If children line up with outspread arms, how many children will it take to get from the block area to the kitchen? How long will the string need to be to go around the sandbox?

Cooking days provide math and cooperation opportunities. Children can measure, stir, and bake together. Read recipes and talk about "what happens if." Now you've added language and science experiences as well.

Several providers use snack time to teach counting. They count pieces of food—grapes, raisins, crackers—and sometimes they count them again to verify their answers. They discuss colors, shapes, number concepts, and the concept of more and less.

You also encourage understanding of one-to-one correspondence (one number for one item) when you count the children and place one napkin, glass, spoon, and one chair for each child. Or children can match one vehicle to one garage, one bed for each teddy bear, one place mat and place setting for each doll, one hat for each child.

Some children will want to know how to measure miles. They can make road signs, speed limit signs, or mileage signs.

CAUTION: Raisins, grapes, carrot rounds, and other foods may present a choking hazard.

Business Briefs

Set (or raise) your summer rates now so parents have adequate notice. Reevaluate your vacation pay policy for parents who leave in the summer but plan to return in the fall. • Spring-clean a local park with your children. Call the assignment desk at your local newspaper in advance and ask them to send a photographer. • Send a Mother's Day thank-you to current and past clients.

Nutrition Notes

Serving adequate protein:
When serving foods like hot dogs or peanut butter as the meat alternate at lunch, it is likely that those foods alone will not provide the required amount of protein. When planning menus, consider the difference between the amount a child will typically eat and the amount that would be required of these foods. Serve additional protein foods (eggs, meat, poultry, fish, or legumes) at these meals to be sure children's needs are met. Remember, protein is needed for development and growth of many body tissues.

Resources

Moomaw, Sally, and Brenda Hieronymus. *Much More Than Counting: More Whole Math Activities for Preschool and Kindergarten*. St. Paul: Redleaf Press, 1999. You'll find graphing and estimating ideas, grid games, and more. Lots of experiences that develop one-to-one correspondence, rote counting, making sets, and recognizing quantity. Available from Redleaf Press, 800-423-8309.

Notes

MAY ATTENDANCE AND PAYMENT LOG

To record drop-off and pick-up times that vary, try using two lines per child.

CHILD'S NAME	S	M	T 1	W 2	T 3	F 4	S 5	TOTAL	S 6	M 7	T 8	W 9	T 10	F 11	S 12	TOTAL	S 13	M 14	T 15	W 16	T 17	F 18	S 19	TOTAL	S 20	M 21	T 22	W 23	T 24	F 25	S 26	TOTAL	S 27	M 28	T 29	W 30	T 31	F	S	TOTAL	S	M	TOTAL
C8																																											

G

MAY CONTINUED

CHILD'S NAME	S	M	T 1	W 2	T 3	F 4	S 5	TOTAL	S 6	M 7	T 8	W 9	T 10	F 11	S 12	TOTAL	S 13	M 14	T 15	W 16	T 17	F 18	S 19	TOTAL	S 20	M 21	T 22	W 23	T 24	F 25	S 26	TOTAL	S 27	M 28	T 29	W 30	T 31	F	S	TOTAL	S	M	TOTAL
WEEKLY PAYMENT TOTALS																																											

MEAL COUNT TALLY	Food Program	Non-Reimbursed	Total
BREAKFASTS			
LUNCHES			
SNACKS			
SUPPERS			
Date Food Program Claim Sent		Received	

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD			
MAY INCOME				=	MAY TOTAL	
BALANCE FORWARD				=	BALANCE FWD TOTAL	
TOTAL Y-T-D INCOME				=	TOTAL Y-T-D	

MAY EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	ADVERTISING	INSURANCE	INTEREST	LEGAL & PROFESSIONAL SERVICES	OFFICE EXPENSES	RENT OF BUSINESS PROPERTY	REPAIR & MAINTENANCE	SUPPLIES		MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

MAY EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	TAXES & LICENSES	TRAVEL & ENTERTAINMENT	FOOD	TOYS	HOUSEHOLD ITEMS	CLEANING SUPPLIES	ACTIVITY EXPENSES			MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

See page 83 for an explanation of how to transfer expenses to your tax forms.
You may wish to relabel the columns to fit your business needs.

June 2001

Previous Total	
No. Hours Open	
Other Hours Worked	
Year-to-Date Total	

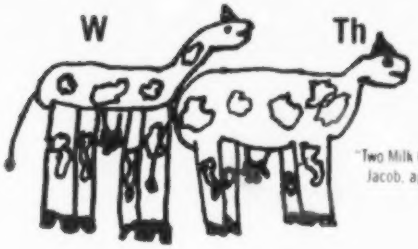
MAY 2001

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY 2001

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

"A Plane Doing a Hammerhead Stall"
Sean



"Two Milk Cows"
Jacob, age 8

S	M	T	W	Th	F	S
					1 **National Dairy Month** **National Drive Safely Month** **International Picnic Month** Oscar the Grouch's Birthday	2 See pg. 95 for our monthly book special.
3 National Family Day Pentecost Eastern Orthodox Pentecost	4	5 World Environment Day	6	7 Tornado Drill Day	8	9 Donald Duck Day
10	11	12 Anne Frank's Birthday	13	14 Flag Day	15 2001 2nd quarter estimated taxes due.	16 First Woman in Space, 1963 (Valentina Tereshkova, USSR)
17 Father's Day	18	19 Fire Drill Day Juneteenth	20	21 Summer Begins	22	23
24	25 Call your local R & R agency update your service	26	27 Helen Keller's Birthday	28	29	30

JUNE

Theme: Math

Recipes

Upside-Down Pizza (provider from Rixeyville, VA)

2 lb. ground beef
2 cans (14 oz. each) tomato sauce
1 Tbsp. basil
1 tsp. oregano
½ tsp. salt
2 cups shredded mozzarella and cheddar cheese
1 cup flour
1 cup milk
2 eggs

Provider Tested

Brown ground beef. Add tomato sauce, spices, and salt. Put into 13 x 9 x 2" casserole dish. Top with cheese. Mix flour, milk, and eggs in bowl. Layer over cheese. Bake at 350°F for 35–40 minutes. **Serves 20.**

Meal Component: 1 serving (approx. 2½" square) = 1 meat alternate, ½ bread alternate, and 1 fruit/vegetable.
Nutrition Information: 182 calories, 13 g protein, 9 g carbohydrate, 1 g dietary fiber, 11 g total fat, 53% calories from fat, 5 g saturated fat.

Instant Banana "Pudding" (provider from Newton, MA)
"Make extra—the children love it!"

½ ripe banana
3 Tbsp. applesauce
1 tsp. plain yogurt
1 Tbsp. granola (optional)

Provider Tested

Mash banana. Mix in applesauce and yogurt. Top with granola (if desired). **Serves 1.**

Meal Component: 1 serving (½ cup) = 1 fruit/vegetable.
Nutrition Information: 94 calories, 1 g protein, 24 g carbohydrate, 2 g dietary fiber, 0 g total fat, 0% calories from fat, 0 g saturated fat.

Guidelines for the proper credit of food may vary in some states.
Please check with the CACFP in your state for more information.

Menu of the Month

Breakfast
Milk
Cold Cereal
Pears

Morning Snack
Pancakes
Applesauce

Lunch
Milk
Upside-Down Pizza*
Garlic Bread
Watermelon

Afternoon Snack
Instant Banana Pudding*
Toast Triangles

Activities for Kids

Yard Sale (providers from Nishawaka, IN; Red Wing, MN; and Oakdale, MN)

Materials:

Items to sell
Play money
Display shelves or tables
Markers, materials for signs

Procedure: Playing "yard sale" is a way of introducing money, selling and buying, and so on. Use the topic to get children to brainstorm their ideas, plan what they want to do, and decide what items they will sell and how they will show them. Talk about how you decide what to charge, how you mark items, if you need signs and who will make them, and how much money you will need for change.

Give schoolagers the responsibility for planning. They can assign various jobs, make play money, arrange displays, and sell items.

Take a field trip to a yard or rummage sale. Or children may visit sales with their family, then report back to the group. When children report back, they can reexamine their plans.

More Math Ideas
Collect lots of manipulatives to count, sort, classify, categorize, and so on, keeping size in mind to avoid choking hazards. Children can collect and classify things they find on a nature walk—leaves, nuts, rocks, and feathers. Ask parents for old keys, buttons, beads, pins, and other items. When you use things from home, you have lots of opportunities for conversations that help you learn about the children's families, vocabulary, and language ability, as well as how they think and speak.

Collect felt pieces for flannelboard counting experiences. Graph the number and kind of vehicles you see when outdoors.

Graph or record temperature changes, kinds of pets, how many family members, and numbers of rainy days and sunny days in a week.

Make a list of numbers in the environment, such as mileage, population, or speed limit signs and billboards.

Talk about how families use math: restaurant menus; grocery, clothing, and department stores; advertisements and catalogs.

Count and examine money.

Business Briefs

Update your contract with parents. • Distribute 50 business flyers at local businesses. • Make copies of newspaper or magazine articles on parenting or child care issues and give them to parents. Ask parents if they have read any helpful articles or books that they can recommend. Pass on the names of the books or articles to the other parents. Include this information in your newsletter, if you have one.

Nutrition Notes

Overweight Children:
Generally, it is best to focus on increasing activity levels for overweight children, rather than restricting calories. Studies have shown that as a child's hours increase in front of the TV, the likeliness of obesity also increases. Restricting calories is not recommended because children need the calories for growth. It is sometimes helpful to reduce dietary fat for overweight children, but only after age 2. Keep in mind that fats convert to 9 calories per gram and other foods to only 4 calories per gram. Limiting "extras" like butter, margarine, gravy, and cream sauces is an easy way to limit fat intake.

Resources

Many of you asked for sources of art materials. Here are four catalog companies for you to compare with your current supplier.
Discount School Supply—www.earlychildhood.com, 800-627-2829
Classroom Direct—www.ClassroomDirect.com, 800-248-9171
Lakeshore Learning Materials—www.lakeshorelearning.com, 800-421-5354; 310-537-8600
Kaplan—www.Kaplanco.com, 800-334-2014

Notes

JUNE ATTENDANCE AND PAYMENT LOG

To record drop-off and pick-up times that vary, try using two lines per child.

CHILD'S NAME	S	M	T	W	T	F 1	S 2	TOTAL	S 3	M 4	T 5	W 6	T 7	F 8	S 9	TOTAL	S 10	M 11	T 12	W 13	T 14	F 15	S 16	TOTAL	S 17	M 18	T 19	W 20	T 21	F 22	S 23	TOTAL	S 24	M 25	T 26	W 27	T 28	F 29	S 30	TOTAL	S	M	TOTAL

JUNE CONTINUED

CHILD'S NAME	S	M	T	W	T	F 1	S 2	TOTAL	S 3	M 4	T 5	W 6	T 7	F 8	S 9	TOTAL	S 10	M 11	T 12	W 13	T 14	F 15	S 16	TOTAL	S 17	M 18	T 19	W 20	T 21	F 22	S 23	TOTAL	S 24	M 25	T 26	W 27	T 28	F 29	S 30	TOTAL	S	M	TOTAL
WEEKLY PAYMENT TOTALS																																											

MEAL COUNT TALLY	Food Program	Non-Reimbursed	Total
BREAKFASTS			
LUNCHES			
SNACKS			
SUPPERS			
Date Food Program Claim Sent		Received	

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD			
JUNE INCOME				=	JUN TOTAL	
BALANCE FORWARD				=	BALANCE FWD TOTAL	
TOTAL Y-T-D INCOME				=	TOTAL Y-T-D	

JUNE EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	ADVERTISING	INSURANCE	INTEREST	LEGAL & PROFESSIONAL SERVICES	OFFICE EXPENSES	RENT OF BUSINESS PROPERTY	REPAIR & MAINTENANCE	SUPPLIES		MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

IUNE EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	TAXES & LICENSES	TRAVEL & ENTERTAINMENT	FOOD	TOYS	HOUSEHOLD ITEMS	CLEANING SUPPLIES	ACTIVITY EXPENSES			MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

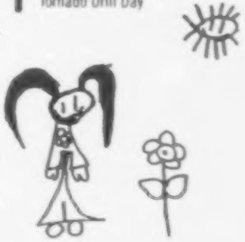
ee page 83 for an explanation of how to transfer expenses to your tax forms.
ou may wish to relabel the columns to fit your business needs.

July 2001

Previous Total	
No. Hours Open	
Other Hours Worked	
Year-to-Date Total	

S	M	T	W	Th	F	S
1 **National Ice Cream Month** **National Recreation and Parks Month** See pg. 95 for our monthly book special.	2 Canada Day	3	4 Independence Day	5 Fire Drill Day	6	7
8	9	10	11	12	13	14
15 Space Week	16	17	18 Nelson Mandela's Birthday	19 First Women's Rights Convention	20 First Moon Landing, 1969 (Neil Armstrong, USA)	21
22	23 Ice Cream Cone Invented	24 Cousins' Day	25 Tornado Drill Day	26 Bert's Birthday (Ernie's Buddy)	27	28 Beatrix Potter's Birthday
29 Tisha B'Av	30 **Call your local R&R agency; update your service.**	31				

"A Girl Picking Flowers in the Summer"
Samantha, age 7



"Spider on a Web"
Mitchell, age 6

JUNE 2001

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST 2001

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

BEST COPY AVAILABL

JULY

Theme: Creative/Sensory

Recipes

Frozen Fruit Cups (provider from Spicer, MN)
"Quick, easy, no fat, and they loved it!"

Provider Tested

2 (20 oz.) cans crushed pineapple w/juice
1 (11 oz.) can mandarin oranges w/juice
1½ cups orange juice
2 (10 oz.) packages frozen strawberries
6 bananas, sliced thin
½ cup lemon juice

Combine ingredients; pour to within a half-inch of top of 5 oz.–size paper cups. Freeze. If not used right away, cover and store in airtight container. **Serves 22.**

Meal Component: 1 serving (½ cup) = 1 fruit/vegetable.
Nutrition Information: 109 calories, 1 g protein, 29 g carbohydrate, 2 g dietary fiber, 0 g total fat, 0% calories from fat, 0 g saturated fat.

Bird's Nests (provider from Baltimore, MD)
"Each child can make their own—a fun activity."

Provider Tested

¼ cup grated carrot
¼ cup crispy chow mein noodles
1½ tsp. mayonnaise
¼ cup grapes
Lettuce leaf

Mix carrot, chow mein noodles, and mayonnaise into the shape of a nest. Place grapes into the nest to resemble eggs. Arrange on lettuce leaf. **Serves 1.**

Meal Component: 1 serving (1 nest) = 1 fruit/vegetable and ½ bread alternate.
Nutrition Information: 137 calories, 2 g protein, 17 g carbohydrate, 2 g dietary fiber, 7 g total fat, 49% calories from fat, 1 g saturated fat.

Guidelines for the proper credit of food may vary in some states.
Please check with the CACFP in your state for more information.

Menu of the Month

Breakfast
Milk
Crescent Rolls with Jelly
Nectarines

Morning Snack
Frozen Fruit Cups*
Deviled Eggs

Lunch
Milk
Barbecue Beef on Bun
Vegetable Sticks
Corn on Cob

Afternoon Snack
Bird's Nests*
Bread Sticks

Activities for Kids

Talking about and Painting Rocks
(provider from Scottsville, NY)

Materials: Rocks that children have gathered on walks, brought from home, find in the yard, etc. (Provide lots of sizes and many different kinds of rocks.)
Newspaper
Paint (tempera, acrylics), markers, crayons
Paint brushes

Procedure: Look at and talk about the rocks—size, color, hardness, brittleness, smoothness. There are lots of words here for children to become familiar with; keep a record of the words each child uses, record them in his folder, and share them with parents. Use terms that make comparisons, such as *big, huge, large, small, hard,* and *smooth;* or descriptive words like *sparkly, brownish,* and *crumbly.*

Put out newspaper, rocks, and paint so children can paint the rocks. Offer a dishpan of water so that they can wash the paint off and repaint.

Children may want to give rocks to parents for paperweights or to use as garden pieces.

Offer schoolagers permanent paints, glue, or adhesive, and different sizes of rocks to make sculptures. They can find art books with rock sculptures and rock gardens, and they can research artists who sculpture with rock.

This is a marvelous example of an activity that can be shared by all ages.

More Painting Ideas
Sprinkle powdered tempera onto paper and let children squeeze water onto the paper to make a "painting." (Use squeeze bottles for littlest ones, squirt bottles for children with good small-muscle control and strength.)

Outdoors, hang a large piece of paper on a wall or fence and spray with liquid tempera.

Business Briefs

Conduct a cleanup project for the outside of your home. Plant flowers, fix problems, and repaint your sign. Remember, this is the first impression people will have when visiting your business.
• When a new parent calls, follow up with a thank-you note and a return call to schedule an interview. • Distribute 100 door hangers in your neighborhood. Be sure to include specifics if you have openings for certain ages.

Nutrition Notes

Safe food preparation:
Always wash fruits and vegetables before cutting. Cantaloupes, other melons, squash, and pumpkins should be scrubbed with water and a brush to remove dirt. Wash green peppers, berries, lettuce (prewashed or not), apples, and other nonscrubbable vegetables and fruits with fast-running water. Do not use soaps and do not soak, because many fruit and vegetable skins are porous and can absorb soaps or soak-water. Washing prevents bacteria from the skin or outer layers of the food from transferring to the knife, to the inside of the fruit or vegetable, and then to your plate.

Resources

Kohl, MaryAnn. *Big Messy Art.* Beltsville, MD: Gryphon House, 2000. Give in to the child's impulse to have big messy fun. Here are 70+ big art projects that encourage cooperation and creativity. Available from Redleaf Press, 800-423-8309.

Notes

JULY ATTENDANCE AND PAYMENT LOG

To record drop-off and pick-up times that vary, try using two lines per child.

CHILD'S NAME	S	M	T	W	T	F	S	TOTAL	S	M	T	W	T	F	S	TOTAL	S	M	T	W	T	F	S	TOTAL	S	M	T	W	T	F	S	TOTAL	S	M	T	W	T	F	S	TOTAL	S	M	TOTAL
	1	2	3	4	5	6	7		8	9	10	11	12	13	14		15	16	17	18	19	20	21		22	23	24	25	26	27	28		29	30	31								

JULY CONTINUED

CHILD'S NAME	S 1	M 2	T 3	W 4	T 5	F 6	S 7	TOTAL	S 8	M 9	T 10	W 11	T 12	F 13	S 14	TOTAL	S 15	M 16	T 17	W 18	T 19	F 20	S 21	TOTAL	S 22	M 23	T 24	W 25	T 26	F 27	S 28	TOTAL	S 29	M 30	T 31	W	T	F	S	TOTAL	S	M	TOTAL
WEEKLY PAYMENT TOTALS																																											

MEAL COUNT TALLY	Food Program	Non-Reimbursed	Total
BREAKFASTS			
LUNCHES			
SNACKS			
SUPPERS			

Date Food Program Claim Sent Received

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD			
JULY INCOME				=	JUL TOTAL	
BALANCE FORWARD				=	BALANCE FWD TOTAL	
TOTAL Y-T-D INCOME				=	TOTAL Y-T-D	

JULY EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	ADVERTISING	INSURANCE	INTEREST	LEGAL & PROFESSIONAL SERVICES	OFFICE EXPENSES	RENT OF BUSINESS PROPERTY	REPAIR & MAINTENANCE	SUPPLIES		MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

JULY EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	TAXES & LICENSES	TRAVEL & ENTERTAINMENT	FOOD	TOYS	HOUSEHOLD ITEMS	CLEANING SUPPLIES	ACTIVITY EXPENSES			MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

See page 83 for an explanation of how to transfer expenses to your tax forms.
You may wish to relabel the columns to fit your business needs.

August 2001

Previous Total	
No. Hours Open	
Other Hours Worked	
Year-to-Date Total	

JULY 2001

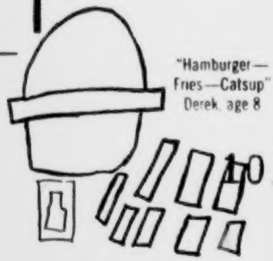
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2001

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

"Gingerbread Man"
Ashley, age 3½

S	M		W	Th	F	S
			1 National Inventors Month National Back-to-School Month Home Business Month	2	3	4 National Mustard Day
5 See pg. 95 for our monthly book special.	6 National Smile Week	7	8 Tornado Drill Day	9	10	11
12 Family Day	13	14	15	16	17	18
19 National Friendship Week	20	21 Fire Drill Day	22	23	24	25
26 Women's Equality Day	27 Mother Teresa's Birthday Call your local R & R agency; update your service.	28	29	30	31 Maria Montessori's Birthday	



"Hamburger—Fries—Catsup"
Derek, age 8

AUGUST

Theme: Creative/Sensory

Recipes

Mini-Pizzas (providers from Smithtown, NY; Mishawaka, IN; and Watertown, NY)

1 can (8) refrigerator biscuits – use one biscuit to make each small pizza
1 cup pizza sauce
1 cup broccoli, chopped into tiny pieces (or use the shredded kind)
2 oz. of meat, such as pepperoni (optional)
1 cup mozzarella cheese, shredded
A sprinkle of garlic powder

Provider Tested

Press biscuits flat onto baking sheet. Sprinkle broccoli, meat (optional), cheese, and garlic on top of bread. Bake at 350°F until cheese is melted—about 7 minutes. **Serves 8.**

Meal Component: 1 bread alternate, 1 meat alternate.
Nutrition Information: 163 calories, 7 g protein, 12 g carbohydrate, 1 g dietary fiber, 10 g total fat, 53% calories from fat, 4 g saturated fat.

Fruit Salad (provider from Milwaukee, WI)
"Leftovers are great for snack."

2 cups honeydew melon balls
1 cup watermelon
1 cup cantaloupe
1 cup seedless grapes, cut in halves
2 kiwifruit, peeled and cut

Provider Tested

Dressing:
1 Tbsp lime juice
2 Tbsp honey

Mix fruit in large bowl. Mix dressing in small bowl. Pour dressing over fruit. Stir gently. Refrigerate until served. **Serves 24.**

Meal Component: 1 serving (¼ cup) = 1 fruit/vegetable.

Menu of the Month

Breakfast
Milk
Muffins
Applesauce

Morning Snack
Mini-Pizzas*
Milk

Lunch
Milk
Tuna Sandwich
Tomato Slices, Lettuce
Fruit Salad*

Afternoon Snack
Corn Bread
Cheese Sticks

Nutrition Information: 24 calories, 0 g protein, 6 g carbohydrate, 0 g dietary fiber, 0 g total fat, 0% calories from fat, 0 g saturated fat.

Activities for Kids

Low-Mess Activities (providers from Northampton, MA; Kennett, MO; Castle Rock, CO; and Milwaukee, WI)

Materials: See individual activities for materials.

Tired of the mess? *Children* and *mess* are really synonymous—and the younger the child, the more mess there's likely to be. But here are some activities to try when you're really, really tired of cleaning up paint, water, and sand.

Procedure: Crush newspaper and stuff it into paper bags, tape shut, use as puppets.

Tear the newspaper instead of crushing it. (Both activities are excellent ways of strengthening finger muscles). Fill boxes with crushed or torn paper, close, and use as blocks, or for stepping onto and off of.

Crumple newspaper into balls, wrap lightly with masking tape, and use for throwing, dropping into buckets, and so on.

Give children clothespins (use nonspring type for little hands). Cut rings from paper towel tubes and challenge the children to pin two rings together. They can circle containers with pins, drop them into containers, or invent games of their own.

Cut holes in an the lid of an ice cream pail. Stuff the pail with scarves for children to pull out and push in. Tie several scarves together and watch what children do.

With masking tape, make roads on floor or carpet. Children can move a variety of vehicles along the roads. Add box or milk carton buildings to line the roads.

Tape a large sheet of self-stick paper to a wall and give children a box of things to stick onto and remove from it.

Offer stamps, stickers, and seals to make pictures.

Business Briefs

Call your CCR&R to see that your listing is up to date and talk to a referral counselor about parent demand in your area. • Start a photo album displaying your benefits, activities, and events for showing to new parents. • Take a photo of a new child playing with the other children. Send it to the parents at work. They might post it where coworkers (and potential new clients) may see it.

Nutrition Notes

Good fat or bad fat?
Omega-3 fats are found in high quantities in fish. These fats have been shown to reduce the risk of heart attacks. Why serve foods like this to children, who are at low risk for heart attacks anyway? Because as taste preferences develop, they will learn to choose foods that are good for them for their whole lives.

Resources

Bailey, Becky. *Easy to Love, Difficult to Discipline: The Seven Basic Skills for Turning Conflict into Cooperation.* New York: Morrow, 2000.
Whelan, Mary Steiner. *But They Spit, Scratch, and Swear: The Do's and Don'ts of Behavior Guidance with School-Age Children.* Minneapolis: Aha Communications, 2000.

Most adults discipline as they were disciplined. Both authors encourage adults to look at themselves, to examine the way they were disciplined, and to learn ways to guide children that are respectful of both children and adults. Bailey offers discipline tools that help adults and children maintain self-control and build confidence and competence in conflict situations. Whelan discusses the unique issues of behavior guidance as they relate to before- and after-school programs. Both titles are available from Redleaf Press, 800-423-8309.

Notes

AUGUST ATTENDANCE AND PAYMENT LOG

To record drop-off and pick-up times that vary, try using two lines per child.

CHILD'S NAME	S	M	T	W 1	T 2	F 3	S 4	TOTAL	S 5	M 6	T 7	W 8	T 9	F 10	S 11	TOTAL	S 12	M 13	T 14	W 15	T 16	F 17	S 18	TOTAL	S 19	M 20	T 21	W 22	T 23	F 24	S 25	TOTAL	S 26	M 27	T 28	W 29	T 30	F 31	S	TOTAL	S	M	TOTAL

AUGUST CONTINUED

CHILD'S NAME	S	M	T	W 1	T 2	F 3	S 4	TOTAL	S 5	M 6	T 7	W 8	T 9	F 10	S 11	TOTAL	S 12	M 13	T 14	W 15	T 16	F 17	S 18	TOTAL	S 19	M 20	T 21	W 22	T 23	F 24	S 25	TOTAL	S 26	M 27	T 28	W 29	T 30	F 31	S	TOTAL	S	M	TOTAL
WEEKLY PAYMENT TOTALS																																											

MEAL COUNT TALLY	Food Program	Non-Reimbursed	Total
BREAKFASTS			
LUNCHES			
SNACKS			
SUPPERS			
Date Food Program Claim Sent		Received	

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD			
AUGUST INCOME				=	AUG TOTAL	
BALANCE FORWARD				=	BALANCE FWD TOTAL	
TOTAL Y-T-D INCOME				=	TOTAL Y-T-D	

AUGUST EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	ADVERTISING	INSURANCE	INTEREST	LEGAL & PROFESSIONAL SERVICES	OFFICE EXPENSES	RENT OF BUSINESS PROPERTY	REPAIR & MAINTENANCE	SUPPLIES		MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

AUGUST EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL		TAXES & LICENSES		TRAVEL & ENTERTAINMENT		FOOD		TOYS		HOUSEHOLD ITEMS		CLEANING SUPPLIES		ACTIVITY EXPENSES						MILES	
		THIS MONTH'S TOTAL																						
		BALANCE CARRIED FORWARD																						
		YEAR-TO-DATE TOTAL																						

See page 83 for an explanation of how to transfer expenses to your tax forms.
You may wish to relabel the columns to fit your business needs.

September 2001

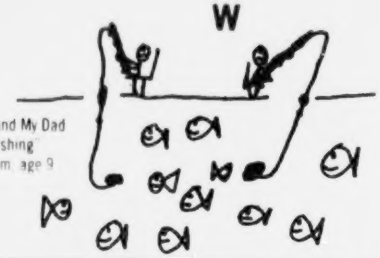
Previous Total	
No. Hours Open	
Other Hours Worked	
Year-to-Date Total	

AUGUST 2001

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2001

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



"Me and My Dad Fishing" Adam, age 9

"Yummy Fruit Basket" Allyson, age 9

S	M	T	W	Th	F	S
						1 **National Rice Month** **Baby Safety Month** **Hispanic Heritage Month** **National Ethnic Foods Month** National Childhood Injury Prevention Week
2 See pg. 95 for our monthly book special.	**3** Labor Day	**4**	**5** Crazy Horse's Birthday	**6**	**7**	**8**
9 Five-a-Day Week National Grandparents Day	**10**	**11** Tornado Drill Day	**12**	**13**	**14** Order your copy of *Calendar-Keeper 2002.*	**15**
16 National Farm Animals Awareness Week National Play-Doh Day Mexican Independence Day	**17** 2001 3rd quarter estimated taxes due.	**18** Rosh HaShanah	**19** International Day of Peace	**20** Fire Drill Day	**21**	**22** Fall begins
23 **30**	**24** Call your local R & R agency update your service	**25**	**26**	**27** Yom Kippur	**28** Confucius's Birthday (Chinese Teacher of All Generations)	**29**

BECOME A MEMBER OF THE INSTITUTE!

New membership program launched by Redleaf National Institute

MEMBER
REDLEAF
NATIONAL
INSTITUTE

Redleaf National Institute, the national center for the business of family child care, is expanding services to help family child care providers and their associations become even more successful. By offering a variety of new business resources, we can help you improve your business skills, deal with business issues, and deliver the best care for children.

For only $39 a year, you can join the business organization dedicated to the business needs of family child care.

Look at these great benefits members will receive:

- **Redleaf Press Discounts:** 20% discount on all Redleaf Press titles—business, curriculum, infant and toddler, and children's books (10% discount on *Calendar-Keeper* Software). Save money every time you buy the books you need to improve your business.
- **Toll-Free Business Helpline:** Our business experts can answer your questions on record keeping, taxes, contracts, and legal issues. Call us with your tough questions.
- **Free *Provider Business* Newsletter:** Subscription to the new quarterly business newsletter to keep you up to date on timely business matters. Regular articles by Tom Copeland and the Institute staff.
- **Special Redleaf Press Book Offer:** One-time 36% discount on our package of Basic Business Essentials by Tom Copeland: *Family Child Care Record Keeping Guide, Family Child Care Contracts and Policies, Family Child Care Marketing Guide, Family Child Care Inventory-Keeper,* and *Family Child Care Mileage-Keeper.* You save over $17!
- **Access to Business Insurance:** Policies (homeowner's, liability, and car) to help reduce the risks of your business. Not available in all states.
- **Free *Family Child Caring* Newsletter:** Receive your own copy of this popular quarterly newsletter that includes children's activities, conference calendar, and more.
- **IRS Audit Assistance:** Expanded tax research and audit assistance to help you defend yourself at an IRS audit.
- **Training Discounts:** Membership discounts on special Institute-sponsored training.
- **Member Web Site:** Special offers at the members-only site.
- **E-mail Updates:** Instant news alerts and announcements automatically sent to members who have e-mail.
- **Signs:** New members receive a membership window sticker and door sticker.

For more information and to receive a membership application form, contact us toll-free at 800-423-8309, extension 678, e-mail us at Jeff@redleafinstitute.org, or visit our Web site at www.redleafinstitute.org. Your association can earn money by promoting this membership program to your group. Contact us for further details. Don't forget that the $39 membership fee is 100% tax deductible!

ANNOUNCING

www.redleafpress.org

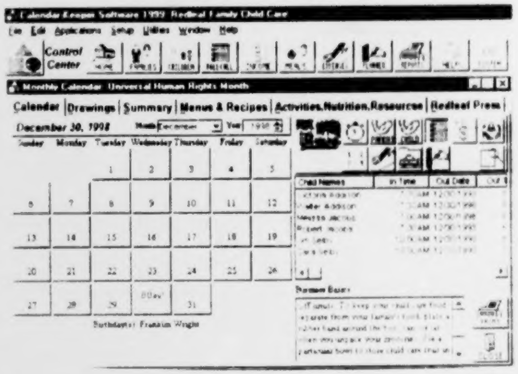
The on-line resource for early childhood professionals

We're excited to announce our new Web site, which we've designed as an on-line resource to help you make the most of your business of caring for children:

- Order your family child care business essentials and other child care resources from our on-line Redleaf Bookstore.
- Learn more about each resource before you buy.
- Join our Redleaf Forum and discuss issues facing early childhood care with providers and caregivers across the United States.
- Review our Schedule of Events to find conferences and workshops available in your area.

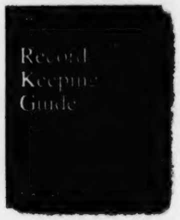
Calendar-Keeper Software

The Complete Business Management Software for Child Care Professionals



Calendar-Keeper Software is the most complete business management software created for family child care. To order a copy of the software (#101701, $159.95) or to request a free demo and sample reports, call 800-423-8309 or visit www.cksoft.com for more information.

Redleaf Business Series



New!

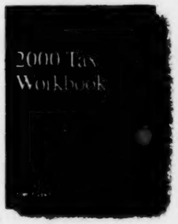
Family Child Care Record Keeping Guide, Sixth Edition

By Tom Copeland, J.D.

The best book on family child care record keeping just got better! In this new edition of his best-selling guide, Tom Copeland has added even more valuable information for keeping your business records and saving money on taxes. Formerly *The Basic Guide to Family Child Care Record Keeping*, the *Record Keeping Guide* will show you how to keep accurate records of all the expenses that apply to your business.

The *Record Keeping Guide* includes over 1000 allowable deductions indexed alphabetically for easy reference, an expanded discussion of Time-Space percentage, ways to calculate all the hours you work, how to choose and use a qualified tax preparer, and a detailed explanation of CACFP (Food Program) Tier I and Tier II expenses and income. It also includes selections from the *IRS Family Child Care Audit Guide* to help keep records that will protect you in the event of an audit.

Other new topics include bartering, military housing allowances, tangible personal property tax, applying for a home loan, partnerships and incorporation, and employees. **#102001 $12.95**



New!

Family Child Care 2000 Tax Workbook (For 2000 Tax Forms)

by Tom Copeland, J.D.

Our *Tax Workbook* features step-by-step instructions to make it as easy as possible for you to do your taxes. We've included all the forms you'll need, perforated for easy tear-out, including Schedule C (Profit or loss for business), Form 8829 (Business Use of the Home), Form 4562 (Depreciation), Schedule SE (Social Security), and Form 1040 ES (Estimated Tax). The "Tax Organizer" will help you gather all the information you need to give to your tax preparer. Use with the *Record Keeping Guide* and the *Calendar-Keeper* for a complete and error-free record-keeping and tax system. **#100601 $12.95**

REDLEAF BUSINESS SERIES

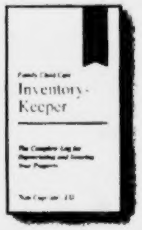
Marketing Guide

Family Child Care Marketing Guide

How to Build Enrollment and Promote Your Business as a Child Care Professional

by Tom Copeland, J.D.

Learn how to spread the word about the benefits of your quality child care services! The *Marketing Guide* will help you maximize your enrollment and income and find inexpensive ways to promote your business. Learn from dozens of marketing tips, including ways to use current parents to help attract new parents, how to "close the sale" with prospective parents, where to advertise effectively, and more. Perfect for new providers or experienced professionals. **#107201 $14.95**



Family Child Care Inventory-Keeper

The Complete Log for Depreciating and Insuring Your Property

by Tom Copeland, J.D.

Our *Inventory-Keeper* is an easy-to-use log that enables providers to track the furniture, appliances, and other property they use in their business. Once these items are identified, they can be depreciated as a business expense and stored with photographs for insurance purposes. Includes room-by-room listings of all depreciable items and a storage envelope for photographs. *Inventory-Keeper* will save you and your tax preparer time and effort and will help save you hundreds of dollars each year! **#107001 $9.95**

Redleaf Press

450 N. Syndicate, Suite 5
St. Paul, MN 55104-4125

Call 800-423-8309 • Fax 800-641-0115

Prices subject to change without notice

Name ________________________________

Organization ________________________________

Address ________________________ Apt. ________

City ________________________________

State ☐☐ Zip Code ☐☐☐☐☐-☐☐☐☐ **A1**

Daytime phone (_____) ____________________

QTY	ITEM #	TITLE	PRICE	AMOUNT
	100401	*Calendar-Keeper 2002*	$14.95	

Shipping & Handling Charges

$0.00 to $24.99	→ $2.95	$25.00 to $49.99	→ $3.95
$50.00 to $74.99	→ $5.95	$75.00 to $99.99	→ $7.95
$100.00 to $124.99	→ $8.95	$125.00 to $149.99	→ $9.95
$150.00 or more	→ 9% of net order		

SUBTOTAL	
MN Residents ADD 6.5% TAX	
Shipping/ Handling	
Add $3.00 for UPS and faster shipping	
TOTAL	

Payment: (US funds only. Sorry, we cannot accept COD orders.)

☐ Check or money order enclosed. DO NOT send cash.

☐ Charge to credit card: ☐ Visa ☐ MC ☐ Discover

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Expiration Date ☐☐ Month ☐☐ Year

Cardholder signature (required) ____________________

SEPTEMBER

Theme: Science

Recipes:

Kitty Crackers (provider from Ketchum, OK)
"Fun for the kids to help make, and they might nibble on extras as they're building their snack—they look like the kitty's eyes."

Provider Tested

1 Tbsp. peanut butter
8 round crackers
1 banana, cut into 8 slices
8 raisins

Spread peanut butter on crackers and top each with a slice of banana. Place a raisin in center of each banana to form a cat's eye and repeat for all crackers. **Serves 2.**

Meal Component: 1 serving (4 crackers) = 1 bread alternate and ½ fruit/vegetable.
Nutrition Information: 173 calories, 4 g protein, 24 g carbohydrate, 2 g dietary fiber, 8 g total fat, 42% calories from fat, 2 g saturated fat.

Spaghetti Pie (provider from Columbus Junction, IA)
"Good way to use leftover spaghetti noodles."

Provider Tested

Crust:
3 cups of leftover cooked spaghetti noodles
1 beaten egg
⅓ cup Parmesan cheese
1 Tbsp. butter, cut up

Combine all ingredients, turn into a greased 9" pie plate. Press mixture against the bottom and sides to form an even crust.

Filling:
1 beaten egg
1 cup cream style cottage cheese
1 cup spaghetti sauce
1 cup shredded mozzarella cheese

Combine egg and cottage cheese and spread over spaghetti crust. Spread spaghetti sauce on top. Bake at 350°F for 20 minutes.

Guidelines for the proper credit of food may vary in some states. Please check with the CACFP in your state for more information.

Menu of the Month

Breakfast
- Milk
- Oatmeal
- Melon Wedges

Morning Snack
- Kitty Crackers*
- Apple Cider

Lunch
- Milk
- Spaghetti Pie*
- Green Beans
- Fresh Plums

Afternoon Snack
- Vegetable Soup
- Oyster Crackers

Sprinkle mozzarella cheese on top and bake for 5 more minutes. **Serves 9.**

Meal Component: 1 serving = 1 bread alternate and 1 meat alternate.
Nutrition Information: 199 calories, 12 g protein, 20 g carbohydrate, 1 g dietary fiber, 8 g total fat, 36% calories from fat, 4 g saturated fat.

Activities for Kids

Baking Bread (provider from Canton, NY)

Materials:
A bread recipe from your favorite cookbook
Pen/pencils, graph paper, and other materials to record children's predictions and observations

Procedure: Mix the bread dough and bake according to recipe instructions. To the extent you are comfortable doing so, let the children take part in the preparation of the dough and the baking.

Children can predict what (if anything) will happen when bread dough is made and put in a bowl in a warm spot, or what happens when it is put into the oven.

Make predictions using informal question-and-answer discussions, lists of possible outcomes, or graphs and charts.

After the observations are made and the "experiment" is completed, the children can discuss, list, graph, and otherwise analyze what actually happened, compare what happened with their predictions, and ask themselves and each other why the outcome was or was not the same as their predictions.

NOTE: Include "failures" in your discussions and analysis. They help to develop an understanding of how process leads to product, and of how or why predictions may differ from outcomes.

Variations: The entire project can be a "mystery." Have the children make predictions about what you are baking, based on the ingredients, the procedures for mixing and baking, the smell in the oven, how long it takes to bake, how it tastes when it is done, and so on.

Chart, list, or graph observations of cooking and baking projects over several weeks. How are the ingredients, procedures, baking times, and final products different or similar each time?

If possible, vary ingredients, cooking times, procedures, and cooking temperatures of the same basic recipe. Compare predictions and outcomes.

Older children can research various aspects of cooking and baking. For example, what causes bread to rise, and why?

Business Briefs

Raise your rates by 4% over the next three months. • Attend a workshop on child development. Be sure to post your certificate from any training so parents can see your work and professional growth. • Offer current clients a finder's fee if they refer a parent with a preschooler to your program who stays enrolled for at least three months.

Nutrition Notes

Purchase safe foods:
Be sure to buy only pasteurized juice and cider for use with your children. *E. coli* bacteria have been found in unpasteurized juices, leading to serious illness. Frozen juice concentrates are always pasteurized. With bottled apple juices and cider, check the label for the word *pasteurized*.

Resources

Katzen, Mollie. *Honest Pretzels*. Berkeley, CA: Tricycle Press, 1999. A Giant Baked Pancake Puff and Green Mint Crinkles are two of the 65+ recipes that schoolagers will love to try. Available from Redleaf Press, 800-423-8309.

Notes

SEPTEMBER ATTENDANCE AND PAYMENT LOG

To record drop-off and pick-up times that vary, try using two lines per child.

CHILD'S NAME	S	M	T	W	T	F	S 1	TOTAL	S 2	M 3	T 4	W 5	T 6	F 7	S 8	TOTAL	S 9	M 10	T 11	W 12	T 13	F 14	S 15	TOTAL	S 16	M 17	T 18	W 19	T 20	F 21	S 22	TOTAL	S 23	M 24	T 25	W 26	T 27	F 28	S 29	TOTAL	S 30	M	TOTAL

SEPTEMBER CONTINUED

CHILD'S NAME	S	M	T	W	T	F	S 1	TOTAL	S 2	M 3	T 4	W 5	T 6	F 7	S 8	TOTAL	S 9	M 10	T 11	W 12	T 13	F 14	S 15	TOTAL	S 16	M 17	T 18	W 19	T 20	F 21	S 22	TOTAL	S 23	M 24	T 25	W 26	T 27	F 28	S 29	TOTAL	S 30	M	TOTAL
WEEKLY PAYMENT TOTALS																																											

MEAL COUNT TALLY	Food Program	Non-Reimbursed	Total
BREAKFASTS			
LUNCHES			
SNACKS			
SUPPERS			
Date Food Program Claim Sent		Received	

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD			
SEPTEMBER INCOME				=	SEP TOTAL	
BALANCE FORWARD				=	BALANCE FWD TOTAL	
TOTAL Y-T-D INCOME				=	TOTAL Y-T-D	

SEPTEMBER EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	ADVERTISING	INSURANCE	INTEREST	LEGAL & PROFESSIONAL SERVICES	OFFICE EXPENSES	RENT OF BUSINESS PROPERTY	REPAIR & MAINTENANCE	SUPPLIES		MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

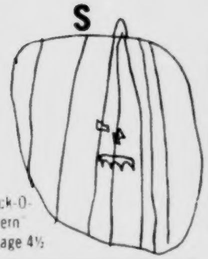
SEPTEMBER EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	TAXES & LICENSES	TRAVEL & ENTERTAINMENT	FOOD	TOYS	HOUSEHOLD ITEMS	CLEANING SUPPLIES	ACTIVITY EXPENSES			MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

See page 83 for an explanation of how to transfer expenses to your tax forms.
You may wish to relabel the columns to fit your business needs.

October 2001

Previous Total	
No. Hours Open	
Other Hours Worked	
Year-to-Date Total	



"A Jack-O-Lantern"
Claire, age 4½

S	M	T	W	Th	F	S
	1 **Diversity Awareness Month** **Domestic Violence Prevention Awareness Month** **Child Health Month** Universal Children's Week World Vegetarian Day	2 Gandhi's Birthday Charlie Brown and Snoopy's Birthday Sukkot begins	3	4	5	6 **See pg. 95 for our monthly book special.**
7	8 Fire Prevention Week Columbus Day (observed)	9 Canadian Thanksgiving	10 Sukkot ends	11 Fire Drill Day	12	13
14	15	16 World Food Day	17	18	19	20
21	22	23	24 United Nations Day	25	26	27
28 128 Daylight Savings Time ends	29 Call your local R & R agency update your service	30	31 Halloween			

"I'm Kicking a Field Goal"
Jacob, age 8

SEPTEMBER 2001

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

BEST COPY AVAILABLE

OCTOBER

Theme: Science

Recipes

Maple Squash and Sweet Potato Mash (provider from Epson, NH)

1 butternut squash, medium (about 2½ pounds)
4 medium sweet potatoes, peeled and cut into chunks
¼ cup maple syrup
2 Tbsp. butter
⅛ tsp. ground nutmeg
Salt and pepper to taste

Provider Tested

Peel and seed the squash; cut up into large chunks. Place the squash and sweet potatoes in a large pot and cover with salted water. Bring to a boil, reduce the heat and simmer uncovered 15 or 20 minutes or until tender. Drain and put in a bowl. While the squash mixture is still hot, mash in the remaining ingredients with a fork. Serve immediately or reheat later in a covered dish at 350°F. **Serves 30.**

Meal Component: 1 serving (¼ cup) = 1 fruit/vegetable.
Nutrition Information: 40 calories, 1 g protein, 8 g carbohydrate, 1 g dietary fiber, 1 g total fat, 18% calories from fat, 0 g saturated fat.

Peanut Butter Rice Cereal Balls (provider from Paola, KS)
"Easy to make with the children—they like them!"

2 Tbsp. butter
½ cup peanut butter
2 cups rice cereal

Provider Tested

Melt butter and peanut butter in saucepan. Add rice cereal, mix, and roll into 18 balls. Serve cold. **Serves 6.**

Meal Component: 1 serving (3 small balls) = 1 bread alternate and 1 meat alternate.
Nutrition Information: 195 calories, 6 g protein, 12 g carbohydrate, 1 g dietary fiber, 15 g total fat, 69% calories from fat, 5 g saturated fat.

Guidelines for the proper credit of food may vary in some states.
Please check with the CACFP in your state for more information.

Menu of the Month

Breakfast
Milk
Hot Rice with Raisins
Peaches

Morning Snack
Bagels with Jelly
Milk

Lunch
Milk
Turkey Burger on Bun
Maple Squash and Sweet Potato Mash*
Tossed Salad

Afternoon Snack
Peanut Butter Rice Cereal Balls*
Milk

Activities for Kids

Fall Leaf Collage (providers from Quincy, MI, and Murray, KY)

Materials:

Fallen leaves of various tree species
Bags or boxes for carrying collected leaves
Waxed paper
Iron
Newspaper

Procedure: Take a walk in an area where many leaves have fallen. (Use fallen leaves to avoid potential damage from picking leaves off of the trees, which is often prohibited in parks and nature areas.)

Pick up freshly fallen leaves and talk with the children about the different sizes, shapes, and colors of leaves. You can try to name the different species of trees, but if you have preschool or toddler children, don't make identifying trees the main focus of your time outside.

When you return indoors, each child can place one or more leaves between two pieces of waxed paper. Add shavings of colored crayons if desired. Put the waxed paper under several layers of newspaper and use the iron to melt the pieces of waxed paper together, sealing the leaves inside.

Variations and Suggestions: While picking up leaves, look at the bark, branches, colors, and sizes of several different species of trees and discuss what things are similar and different.

Older children who are interested in tree identification can do some research on how to identify different species of trees.

Ask open-ended questions (questions with many possible answers) about the things you see around you.

Use "teachable moments," and be flexible. An animal running across your path or the sounds wind makes in the trees are valuable observations also.

Give the children as much time and opportunity as possible to touch, hear, see, and smell the world around them freely, with little comment from you.

Business Briefs

Throw a Halloween party and invite the neighborhood children. Distribute your business flyers or business cards to trick-or-treaters. • Write an article on safe trick-or-treating for your local newspaper. Give copies of your article (written on your business letterhead) to parents and ask them to distribute copies to their friends and coworkers.

Nutrition Notes

Sharing children's cultural traditions:
A provider from Santa Barbara, CA, writes: "I have some kids with a Chinese grandma. They love 'rice bowl' at home. I now cook a lot of rice and add chicken with stir-fried vegetables. They can teach other children about the tradition of rice bowl."

Resources

Glock, Jenna, Susan Wertz, and Maggie Meyer. *Discovering the Naturalist Intelligence: Science in the School Yard.* Tucson, AZ: Zephyr Press, 1999. "Some people learn best when experiences … take them outside into the natural world." This book has many excellent classroom ideas that can be readily adapted for individuals and small groups of schoolagers. Available from Redleaf Press, 800-423-8309.

Notes

OCTOBER ATTENDANCE AND PAYMENT LOG

To record drop-off and pick-up times that vary, try using two lines per child.

CHILD'S NAME	S	M 1	T 2	W 3	T 4	F 5	S 6	TOTAL	S 7	M 8	T 9	W 10	T 11	F 12	S 13	TOTAL	S 14	M 15	T 16	W 17	T 18	F 19	S 20	TOTAL	S 21	M 22	T 23	W 24	T 25	F 26	S 27	TOTAL	S 28	M 29	T 30	W 31	T	F	S	TOTAL	S	M	TOTAL

OCTOBER CONTINUED

CHILD'S NAME	S	M 1	T 2	W 3	T 4	F 5	S 6	TOTAL	S 7	M 8	T 9	W 10	T 11	F 12	S 13	TOTAL	S 14	M 15	T 16	W 17	T 18	F 19	S 20	TOTAL	S 21	M 22	T 23	W 24	T 25	F 26	S 27	TOTAL	S 28	M 29	T 30	W 31	T	F	S	TOTAL	S	M	TOTAL
WEEKLY PAYMENT TOTALS																																											

MEAL COUNT TALLY	Food Program	Non-Reimbursed	Total
BREAKFASTS			
LUNCHES			
SNACKS			
SUPPERS	134		

Date Food Program Claim Sent　　Received

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD			
OCTOBER INCOME				=	OCT TOTAL	
BALANCE FORWARD				=	BALANCE FWD TOTAL	
TOTAL Y-T-D INCOME				=	TOTAL Y-T-D	

135

OCTOBER EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	ADVERTISING	INSURANCE	INTEREST	LEGAL & PROFESSIONAL SERVICES	OFFICE EXPENSES	RENT OF BUSINESS PROPERTY	REPAIR & MAINTENANCE	SUPPLIES		MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

OCTOBER EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	TAXES & LICENSES	TRAVEL & ENTERTAINMENT	FOOD	TOYS	HOUSEHOLD ITEMS	CLEANING SUPPLIES	ACTIVITY EXPENSES			MILES
THIS MONTH'S TOTAL													
BALANCE CARRIED FORWARD													
YEAR-TO-DATE TOTAL													

See page 83 for an explanation of how to transfer expenses to your tax forms.
You may wish to relabel the columns to fit your business needs.

November 2001

Previous Total	
No. Hours Open	
Other Hours Worked	
Year-to-Date Total	

OCTOBER 2001

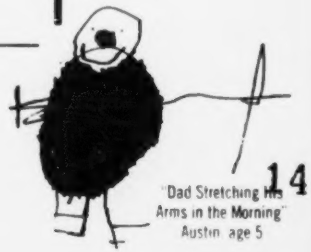
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2001

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

"Clowns at the Circus"
Ben, age 5

S	M	T	W	Th	F	S
				1 **National American Indian Heritage Month** **Child Safety and Protection Month** National Authors' Day All Saints' Day	2	3
4 See pg. 95 for our monthly book special.	5	6 General Election Day John Philip Sousa's Birthday	7	8 Fire Drill Day	9	10
11 Veterans Day	12	13	14	15 National Children's Book Week Georgia O'Keeffe's Birthday	16 Ramadan begins (Islamic Month of Fasting, Year 1422)	17 World Peace Day
18	19	20 Universal Children's Day	21	22 Thanksgiving Day	23	24
25	26 Call your local R & R agency update your service	27	28	29	30	



"Dad Stretching his Arms in the Morning"
Austin, age 5

BEST COPY AVAILABLE

NOVEMBER

Theme: Music/Movement

Recipes

Fluffy Wuffies (provider from Benson, MN)
"These can be filled with applesauce or fruit cocktail. Or they're great for lunch, filled with ham and cheese!"

Provider Tested

4 tsp. butter
4 eggs
½ cup flour
1 cup milk
1 tsp. salt

Preheat oven to 425°F. Melt butter. Add the rest of ingredients in the order listed, mixing after each one. Pour into small greased baking dish or muffin tins. Bake 20–25 minutes until brown and raised. Do not open oven while baking. **Serves 12.**

Meal Component: 1 serving (1 fluffy wuffy) = 1 meat alternate at snack. If this recipe is used for lunch, serve two fluffy wuffies to each child and fill each fluffy wuffy with 1 Tbsp. of cheese/meat for a complete amount of meat alternate.
Nutrition Information: 66 calories, 3 g protein, 5 g carbohydrate, 0 g dietary fiber, 3 g total fat, 47% calories from fat, 2 g saturated fat.

Beef and Potato Pie (provider from Zeeland, MI)
"Very good flavor—if any is left, it makes great leftovers."

Provider Tested

4 cups frozen hash browns, thawed
½ tsp. salt
3 Tbsp. oil
1 lb. ground beef
1 pkg. (¾ oz.) brown gravy mix
1 cup water
1 pkg. frozen mixed vegetables
1 cup shredded cheddar cheese
1 can French fried onions

Menu of the Month

Breakfast
Milk
Blueberry Muffin
Banana

Morning Snack
Fluffy Wuffies*
Applesauce

Lunch
Milk
Beef and Potato Pie*
French Cut Green Beans
Dinner Roll

Afternoon Snack
Vegetable Sticks
Ranch Dip
Milk

In a 1½ qt. dish combine potatoes, salt, and oil, pressing mixture on the sides to form a shell. Bake uncovered for 20 minutes at 400°F. Brown beef, drain, add gravy mix and water, bring to a boil. Add mixed vegetables and cook 5 minutes. Stir in ½ cup cheese and ½ can of onions, put in dish. Bake at 350°F for 15 minutes. Top with the rest of the cheese and onions. Bake 5 minutes longer. **Serves 10.**

Meal Component: 1 serving (1/10 of the pie) = 1 meat alternate and 1 fruit/vegetable.
Nutrition Information: 351 calories, 15 g protein, 32 g carbohydrate, 5 g dietary fiber, 19 g total fat, 48% calories from fat, 7 g saturated fat.

Activities for Kids

Pass the Ring (provider from Citrus Heights, CA)

Materials:
Wooden or plastic ring

Procedure: Children sit in a circle or line and pass the ring along the line with their feet.

Try other body parts (for example, arm, elbow, neck/shoulder). Experiment with passing balls and other objects. Make various sizes of rings by cutting out the centers of plastic ice cream–pail covers or other containers.

Web of Yarn (provider from Cincinnati, OH)

Materials:
Ball of yarn

Procedure: Have children sit in a circle. Have one child begin by rolling the yarn, keeping a hold of a section of the yarn. The next child holds onto a section of the yarn and rolls the ball to another child. Ask questions such as "Does it make a different web if we pass it to the person along side of us than it does if we pass it to the other side of the circle?" If you have each name the child they are rolling it to and give them a compliment, when they are finished they will have made a friendship web. Take pictures of the different kinds of webs that the children make. Write a story that will go with the pictures and describe the activity for parents.

More Ideas
Use memory cards to help children choose partners for outdoor team games. See March "Activities for Kids" for instructions to make the cards.

Business Briefs

Join the Chamber of Commerce. • Create a professional business sign for your van or car. • If you need to change any rule in your program, especially a rule about payment or hours, give at least one month's notice. Any change to a written contract must be made in writing. • Evaluate your marketing. What has attracted new clients? What have you done to keep current clients happy? What ideas have clients suggested that you can implement now?

Nutrition Notes

Egg substitute for children with egg allergies to use in baking (from a provider in Parker, CO):
1 egg = 1 tsp. baking powder in 1 Tbsp. water and 1 Tbsp. vinegar (use for general baking), or
1 egg = 1 tsp. baking powder in 1½ Tbsp. water and 1½ Tbsp. oil (use for cookies and pancake recipes), or
1 egg = 1 tsp. yeast in ¼ cup warm water (use in muffin and cake recipes).

Resources

Miller, Karen. *Simple Steps: Developmental Activities for Infants, Toddlers, and Two Year Olds.* Beltsville, MD, Gryphon House, 1999. Outlines development in each of 10 learning areas, including language and literacy, nature activities, and dramatic play. Available from Redleaf Press, 800-423-8309.

Notes

Guidelines for the proper credit of food may vary in some states.
Please check with the CACFP in your state for more information.

NOVEMBER ATTENDANCE AND PAYMENT LOG

To record drop-off and pick-up times that vary, try using two lines per child.

CHILD'S NAME	S	M	T	W	T 1	F 2	S 3	TOTAL	S 4	M 5	T 6	W 7	T 8	F 9	S 10	TOTAL	S 11	M 12	T 13	W 14	T 15	F 16	S 17	TOTAL	S 18	M 19	T 20	W 21	T 22	F 23	S 24	TOTAL	S 25	M 26	T 27	W 28	T 29	F 30	S	TOTAL	S	M	TOTAL

NOVEMBER CONTINUED

CHILD'S NAME	S	M	T	W	T 1	F 2	S 3	TOTAL	S 4	M 5	T 6	W 7	T 8	F 9	S 10	TOTAL	S 11	M 12	T 13	W 14	T 15	F 16	S 17	TOTAL	S 18	M 19	T 20	W 21	T 22	F 23	S 24	TOTAL	S 25	M 26	T 27	W 28	T 29	F 30	S	TOTAL	S	M	TOTAL
WEEKLY PAYMENT TOTALS																																											

MEAL COUNT TALLY	Food Program	Non-Reimbursed	Total
BREAKFASTS			
LUNCHES			
SNACKS			
SUPPERS			

Date Food Program Claim Sent Received

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD			
NOVEMBER INCOME				=	NOV TOTAL	
BALANCE FORWARD				=	BALANCE FWD TOTAL	
TOTAL Y-T-D INCOME				=	TOTAL Y-T-D	

NOVEMBER EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	ADVERTISING	INSURANCE	INTEREST	LEGAL & PROFESSIONAL SERVICES	OFFICE EXPENSES	RENT OF BUSINESS PROPERTY	REPAIR & MAINTENANCE	SUPPLIES		MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR-TO-DATE TOTAL											

NOVEMBER EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL		TAXES & LICENSES		TRAVEL & ENTERTAINMENT		FOOD		TOYS		HOUSEHOLD ITEMS		CLEANING SUPPLIES		ACTIVITY EXPENSES						MILES	
		THIS MONTH'S TOTAL																						
		BALANCE CARRIED FORWARD																						
		YEAR-TO-DATE TOTAL																						

See page 83 for an explanation of how to transfer expenses to your tax forms.
You may wish to relabel the columns to fit your business needs.

December 2001

Previous Total
No. Hours Open
Other Hours Worked
Year-to-Date Total

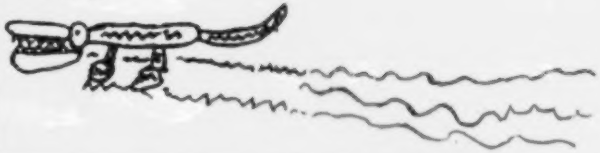
NOVEMBER 2001

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JANUARY 2002

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

"A Hungry Crocodile"
Seth, age 7



"Snow Falling on Him"
Patrick, age 6

S	M	T	W	Th	F	S
						1 **Universal Human Rights Month** World AIDS Day
2 Advent begins See pg. 95 for our monthly book special	3	4	5 Walt Disney's Birthday	6 St. Nicholas Day	7	8
9	10 Hanukkah begins Human Rights Day	11 **Order your copy of the *2001 Tax Workbook*.**	12 Fire Drill Day Ramadan ends	13 Santa Lucia Day	14	15
16	17 Hanukkah ends	18	19	20	21 **Winter begins**	22
23 30	24 Christmas Eve 31 New Year's Eve Record your vehicle's odometer reading	25 Christmas Day	26 First Day of Kwanzaa Call your local R & R agency; update your service	27	28	29

DECEMBER

Theme: Music/Movement

Recipes

Peanut Butter and Fruit Burritos (provider from Pennyan, NY)
"Children enjoy the recipe and like making their own burrito."

Provider Tested

½ flour tortilla
1 Tbsp. peanut butter
2 Tbsp. of crushed berries, applesauce, or thin apple slices

Spread peanut butter on tortilla to within 1" of edges. Arrange fruit in small bowls for children to choose for their burrito. Spread fruit inside and roll it up. **Serves 1.**

Meal Component: 1 serving (½ burrito) = 1 bread alternate and 1 meat alternate.
Nutrition Information: 181 calories, 6 g protein, 19 g carbohydrate, 4 g dietary fiber, 10 g total fat, 49% calories from fat, 2 g saturated fat

Pannukakku (Finnish Pancake) (provider from Concord, CA)
"An old family recipe"

Provider Tested

¼ cup butter
2 eggs
2 cups milk
1 cup flour
¼ tsp. salt
2 Tbsp. sugar
(+ 1 Tbsp. sugar for topping)

Melt butter in oblong pan. Beat eggs, add milk, flour, salt and sugar. Pour melted butter into mixture and pour into 9" x 12" pan. Bake at 400°F for 40 minutes on high rack. Sprinkle with another tablespoon of sugar. **Serves 12.**

Meal Component: 1 serving (3" x 3" square) = 1 bread alternate.
Nutrition Information: 117 calories, 4 g protein, 13 g carbohydrate, 0 g dietary fiber, 6 g total fat, 43% calories from fat, 3 g saturated fat

---

Guidelines for the proper credit of food may vary in some states. Please check with the CACFP in your state for more information.

Menu of the Month

Breakfast
Milk
Cream of Wheat™
Apricots and Peaches

Morning Snack
Peanut Butter and
Fruit Burritos*
Cranberry Grape Juice

Lunch
Milk
Pannukakku* (Finnish Pancake)
Scrambled Egg/Ham Bits
Hash Browns
Apple Slices

Afternoon Snack
Chili
Cornbread

Activities for Kids

Paper Plate Band (providers from Columbus, OH, and Bear, DE.)

Materials:
Paper plates (two per child)—can be small, large, or both
Beans, corn, or rice
Stapler
Glue
Duct tape to reinforce and/or cover sharp staples
Streamers
Markers

Procedure: Have children make any design they choose on their plates. Staple plates together, leaving a space for filling. Fill the opening with the material of your choice and staple the opening. Cover the staples with packaging tape. Add streamers. To explore different sounds, fill with other materials such as popcorn (popped and unpopped), Styrofoam pieces, bells, paper clips, and so on.

CAUTION: For children under three, small pieces are a choking hazard.

More Ideas with Memory Cards
Place a set of cards in a circle on the floor. Have children move around the circle to music. When the music stops, they pick up the card in front of them and say what it is. Encourage them to ask a friend to help.

Business Briefs

Run a classified ad in a different neighborhood newspaper. • Identify one new benefit you will add to your program for the next year. • Hold a holiday get-together for your current customers. • Appreciate yourself. Be proud of your commitment to helping children. Your work is important, and you shouldn't feel shy about promoting what you do. As long as you have a positive attitude about yourself and your work, you will succeed.

Nutrition Notes

Vitamin A.

Vitamin A is needed in the body to build cells. It's especially needed by children, as they are constantly building new cells during growth. Vitamin A is needed for bone growth and healthy tooth structure. It maintains the normal structure and function of the mucous membranes that line our body, helps us see in dim light, and prevents certain eye diseases that could lead to blindness. Some excellent sources of vitamin A are apricots, spinach, carrots, yams, winter (yellow) squash, mangoes, and papayas.

Resources

Baldwin, Sue. *Lighten Up and Live Longer: A Collection of Jokes, Anecdotes, and Stories Guaranteed to Tickle Your Soul.* Stillwater, MN: Insights Training and Consulting, 1999. A collection of stories, jokes, cartoons, and readings designed to make you laugh a little (maybe cry a little) and help you balance out the intensity of daily life. Available from Redleaf Press, 800-423-8309.

Notes

DECEMBER ATTENDANCE AND PAYMENT LOG

To record drop-off and pick-up times that vary, try using two lines per child.

CHILD'S NAME	S	M	T	W	T	F	S 1	TOTAL	S 2	M 3	T 4	W 5	T 6	F 7	S 8	TOTAL	S 9	M 10	T 11	W 12	T 13	F 14	S 15	TOTAL	S 16	M 17	T 18	W 19	T 20	F 21	S 22	TOTAL	S 23	M 24	T 25	W 26	T 27	F 28	S 29	TOTAL	S 30	M 31	TOTAL

DECEMBER CONTINUED

CHILD'S NAME	S	M	T	W	T	F	S 1	TOTAL	S 2	M 3	T 4	W 5	T 6	F 7	S 8	TOTAL	S 9	M 10	T 11	W 12	T 13	F 14	S 15	TOTAL	S 16	M 17	T 18	W 19	T 20	F 21	S 22	TOTAL	S 23	M 24	T 25	W 26	T 27	F 28	S 29	TOTAL	S 30	M 31	TOTAL
WEEKLY PAYMENT TOTALS																																											

MEAL COUNT TALLY	Food Program	Non-Reimbursed	Total
BREAKFASTS			
LUNCHES			
SNACKS			
SUPPERS			

Date Food Program Claim Sent　　Received

	FOOD PROGRAM INCOME RECVD	PARENT FEE INCOME RECVD	OTHER INCOME RECVD			
DECEMBER INCOME				=	DEC TOTAL	
BALANCE FORWARD				=	BALANCE FWD TOTAL	
TOTAL Y-T-D INCOME				=	TOTAL Y-T-D	

DECEMBER EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL	ADVERTISING	INSURANCE	INTEREST	LEGAL & PROFESSIONAL SERVICES	OFFICE EXPENSES	RENT OF BUSINESS PROPERTY	REPAIR & MAINTENANCE	SUPPLIES		MILES
		THIS MONTH'S TOTAL											
		BALANCE CARRIED FORWARD											
		YEAR TOTAL											

DECEMBER EXPENSES

DATE	CHECK #	PURCHASED FROM	PURCHASE TOTAL		TAXES & LICENSES		TRAVEL & ENTERTAINMENT		FOOD		TOYS		HOUSEHOLD ITEMS		CLEANING SUPPLIES		ACTIVITY EXPENSES						MILES	
THIS MONTH'S TOTAL																								
BALANCE CARRIED FORWARD																								
YEAR TOTAL																								

See page 83 for an explanation of how to transfer expenses to your tax forms.
You may wish to relabel the columns to fit your business needs.

January 2002

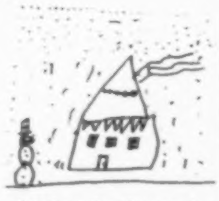
Previous Total	
No. Hours Open	
Other Hours Worked	
Year-to-Date Total	

DECEMBER 2001

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

"Happy New Year!" Amanda, age 11

S	M	T	W	Th	F	S
		1 **National Soup Month** New Year's Day Last Day of Kwanzaa Japanese Year 14 begins Record your vehicle's odometer reading.	2	3	4	5 George Washington Carver Day
6 Epiphany	7 Eastern Orthodox Christmas	8 Fire Drill Day	9	10	11	12
13	14	15 2001 4th quarter estimated taxes due	16	17	18 A.A. Milne's Birthday Pooh Day	19
20	21 Martin Luther King Jr.'s Birthday (observed)	22	23	24	25	26
27 164	28 Ernie's Birthday (Bert's Buddy)	29	30	31 Call your local R & R agency; update your service.		



"Cold Winter Day" Seth, age 7

FEBRUARY 2002

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

16

BEST COPY AVAILABLE

DEPRECIATION WORKSHEET

DEPRECIATION CATEGORY	MONTH/YEAR PUT INTO BUSINESS USE	PRICE	BUSINESS-USE %	BUSINESS BASIS
HOUSE				
HOME IMPROVEMENTS				
LAND IMPROVEMENTS				
PERSONAL COMPUTER				
ENTERTAINMENT, RECREATION, OR AMUSEMENT ITEMS				
ALL OTHER PERSONAL PROPERTY ITEMS				

How to Use This Worksheet

Expenses for items purchased for your business that last more than one year and cost more than $100 usually may not be deducted in one year. Because these items lose value over time, their expense must be spread over a number of years through depreciation. Use this worksheet to help you calculate how much of these expenses can be claimed in 2001.

There are different depreciation rules for each expense listed on this worksheet. Follow the instructions below. The amount in the Business Basis column represents the business portion of each expense that may be depreciated over the years. See the *Family Child Care 2001 Tax Workbook* to determine how much may be claimed for each item in 2001.

Depreciation Categories

Home Improvements—Includes outdoor deck, remodeling, new garage, new roof, etc.

Land Improvements—Includes a fence, landscaping, permanent outdoor play equipment, etc.

Personal Computer—Includes printer, printer stand, computer desk, etc.

Entertainment, Recreation, or Amusement Items—Includes TV, VCR, musical instruments, tape recorder, etc.

All Other Personal Property Items—Includes appliances (stove, refrigerator, freezer, microwave, dishwasher, dryer, etc.), furniture (tables, chairs, sofas, beds, lamps, rugs, etc.), lawn mower, snowblower, vacuum cleaner, stroller, crib, bicycle, etc.

Price

If an item was purchased in 2001, list its purchase price. If it was purchased before 2001 but first put into business use in 2001, list the fair market value that the item had the month you first put it into business use. Note: To arrive at the price of a house, take the purchase price minus the value of the land at the time of purchase. Add to this the cost of any home improvements made before your house was used by your business. Home improvements made after you go into business are depreciated separately from the house.

Business-Use Percent

For House, Home Improvements, Land Improvements, and Other Personal Property, most providers will use their Time-Space percentage. You may choose to calculate an actual business-use percent rather than using your Time-Space percentage. To compute Time-Space percentage, see *The Family Child Care Record Keeping Guide* (to order, see page 56). For Personal Computer and Entertainment, Recreation, and Amusement Items, use an actual business-use percent, not your Time-Space percentage.

Business Basis

Multiply the amount in the Price column for each item on this worksheet by the amount in the Business-Use Percent column.

For a comprehensive list of all items you may be able to depreciate, as well as a complete description of how to depreciate these expenses, see the *Family Child Care 2000 Tax Workbook* (to order, see page 56).

BEST COPY AVAILABLE

HOUSE EXPENSES WORKSHEET

YEAR:	Natural Gas		Electricity		Water/Sewer		Trash Collection		House Insurance		Real Estate Taxes		Mortgage Interest or Rent		House Repairs and Maintenance	
	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount
JANUARY																
FEBRUARY																
MARCH																
APRIL																
MAY																
JUNE																
JULY																
AUGUST																
SEPTEMBER																
OCTOBER																
NOVEMBER																
DECEMBER																
TOTAL																
TIME-SPACE PERCENTAGE																
FCC BUSINESS EXPENSE																

NOTE: You are entitled to claim a portion of these house expenses for your business. Use this worksheet to record these expenses each month or once a year. For each column, fill in the total and your Time-Space percentage (to compute, see *The Family Child Care Record Keeping Guide*). To arrive at the FCC Business Expense, multiply the total in each column by the Time-Space percentage. Add together the FCC Business Expenses for natural gas, electricity, water/sewer, and trash collection and enter the total under "Utilities" on the next page. Take the totals of the other FCC Business Expense columns and enter them on the next page. When you file your taxes, the house expenses on this page go directly onto **Form 8829 Expenses for Business Use of Your Home**.

INCOME TAX WORKSHEET

TOTAL INCOME (See December Year-to-Date Total. Enter directly onto Schedule C.)		
EXPENSES		
I. **DIRECT BUSINESS EXPENSES** (See monthly expense charts. Enter directly onto Schedule C.)		
ADVERTISING		
VEHICLE EXPENSES (Include mileage and the business portion of any car loan interest or excise tax.)		
LIABILITY INSURANCE		
BUSINESS INTEREST (besides mortgage interest) (credit card interest on business portion of purchases)		
LEGAL AND PROFESSIONAL SERVICES		
OFFICE EXPENSES (postage, bank charges, education and training, dues and publications)		
RENT OF BUSINESS PROPERTY (other than home or apartment) (videos, carpet shampooer)		
REPAIRS AND MAINTENANCE OF PERSONAL PROPERTY (furniture, appliances, equipment)		
SUPPLIES, LAUNDRY AND CLEANING		
TRAVEL, MEALS AND ENTERTAINMENT (for overnight conferences)		
ASSISTANTS (hiring helpers or family members)		
FOOD (List under "Other Expenses" on Schedule C.)		
HOUSEHOLD ITEMS, YARD ITEMS, TOYS, CABLE TV (List under "Other Expenses" on Schedule C.)		
II. **HOUSE EXPENSES** (See page 82. Enter directly onto Form 8829.)		
UTILITIES		
HOUSE INSURANCE		
REAL ESTATE TAXES		
MORTGAGE INTEREST OR RENT		
HOUSE REPAIRS AND MAINTENANCE (painting, broken glass)		
III. **DEPRECIATION EXPENSES** (See page 81. Enter directly onto Form 8829 or Form 4562.)		
HOUSE (Form 8829)		
HOME IMPROVEMENTS (Form 8829) (new roof, furnace, remodeling)		
LAND IMPROVEMENTS (Form 4562) (fence, landscaping, driveway)		
PERSONAL PROPERTY (Form 4562) (furniture, appliances, equipment)		
TOTAL EXPENSES (deductions)		
NET INCOME (income minus expenses)		

How to Use This Worksheet

Use this worksheet at the end of the year to pull together all of your business expenses recorded on this *Calendar-Keeper*. The categories of expenses listed here correspond to particular lines on the various tax forms that you must fill out for your business. Enter Direct Expenses on **Schedule C**. Enter House Expenses on **Form 8829**. Enter Depreciation Expenses on **Form 8829** or **Form 4562**. After you have completed **Forms 8829** and **4562**, you will enter the totals from these forms onto your **Schedule C**.

You may wish to add or move some Direct Expenses to different categories than are shown on this worksheet. Sometimes you may have two or more different expense categories on one receipt. You may either split the receipt and list items under more than one category, or list all the expenses under one category. It doesn't matter which method you choose because all Direct Expenses get totaled together at the bottom of **Schedule C**. You will not be penalized by the IRS for listing a supply expense under the food category or vice versa.

Some of the expense categories listed on this worksheet are not listed under each month's expense page. This is because many expenses do not typically occur each month (liability insurance, tax preparer fees, etc.). You may track these expenses by using one of the blank columns on the monthly expense page and transfer the totals to this worksheet.

WAITING LIST

Child's Name	Age	Parent/Guardian Name	Phone #	Date of Call	Date Needed
			W H W H		
			W H W H		
			W H W H		
			W H W H		
			W H W H		
			W H W H		
			W H W H		
			W H W H		
			W H W H		

EMERGENCY DRILL RECORD

	Time/Date	No. and Ages of Children	Type of Drill	Evac. Time
JAN			Fire	
FEB			Fire	
MAR			Fire	
APR			Fire	
MAY			Fire	
JUN			Fire	
JUL			Fire	
AUG			Fire	
SEP			Fire	
OCT			Fire	
NOV			Fire	
DEC			Fire	

PAYMENT AND INCOME RECORD FOR JANUARY-MARCH

Child's Name	JANUARY					JAN TOTAL	FEBRUARY					FEB TOTAL	MARCH					MAR TOTAL	1st Qtr* TOTAL
SUBTOTALS																			
FOOD PROGRAM																			
OTHER INCOME																			
TOTALS																			

*1st quarter for estimated tax for the months of January-March. Quarters for income tax purposes are determined by the federal government and are not always the same as calendar quarters. Taxes for the 1st quarter are due April 16.

PAYMENT AND INCOME RECORD FOR JANUARY-MARCH

Child's Name	JANUARY					JAN TOTAL	FEBRUARY					FEB TOTAL	MARCH					MAR TOTAL	1st Qtr* TOTAL
SUBTOTALS																			
FOOD PROGRAM																			
OTHER INCOME																			
TOTALS																			

*1st quarter for estimated tax for the months of January-March. Quarters for income tax purposes are determined by the federal government and are not always the same as calendar quarters. Taxes for the 1st quarter are due April 16.

PAYMENT AND INCOME RECORD FOR APRIL-JUNE

Child's Name	APRIL					APR TOTAL	MAY					MAY TOTAL	2nd Qtr* TOTAL	JUNE					JUN TOTAL
SUBTOTALS																			

FOOD PROGRAM						
OTHER INCOME						
TOTALS						

BALANCE CARRIED FORWARD	
YEAR-TO-DATE TOTAL	

*2nd quarter for estimated tax for the months of April and May. Quarters for income tax purposes are determined by the federal government and are not always the same as calendar quarters. Taxes for the 2nd quarter are due June 15.

PAYMENT AND INCOME RECORD FOR APRIL-JUNE

Child's Name	APRIL					APR TOTAL	MAY					MAY TOTAL	2nd Qtr* TOTAL	JUNE					JUN TOTAL
SUBTOTALS																			

FOOD PROGRAM						
OTHER INCOME						
TOTALS						

BALANCE CARRIED FORWARD	
YEAR-TO-DATE TOTAL	

*2nd quarter for estimated tax for the months of April and May. Quarters for income tax purposes are determined by the federal government and are not always the same as calendar quarters. Taxes for the 2nd quarter are due June 15.

PAYMENT AND INCOME RECORD FOR JULY-SEPTEMBER

Child's Name	JULY					JUL TOTAL	AUGUST					AUG TOTAL	3rd Qtr* TOTAL	SEPTEMBER					SEP TOTAL
SUBTOTALS																			
FOOD PROGRAM																			
OTHER INCOME																			
TOTALS																			

BALANCE CARRIED FORWARD ______

YEAR-TO-DATE TOTAL ______

*3rd quarter for estimated tax for the months of June-August. Quarters for income tax purposes are determined by the federal government and are not always the same as calendar quarters. Taxes for the 3rd quarter are due September 17.

PAYMENT AND INCOME RECORD FOR JULY-SEPTEMBER

Child's Name	JULY					JUL TOTAL	AUGUST					AUG TOTAL	3rd Qtr* TOTAL	SEPTEMBER					SEP TOTAL
SUBTOTALS																			
FOOD PROGRAM																			
OTHER INCOME																			
TOTALS																			

BALANCE CARRIED FORWARD	
YEAR-TO-DATE TOTAL	

*3rd quarter for estimated tax for the months of June-August. Quarters for income tax purposes are determined by the federal government and are not always the same as calendar quarters. Taxes for the 3rd quarter are due September 17.

PAYMENT AND INCOME RECORD FOR OCTOBER-DECEMBER

Child's Name	OCTOBER					OCT TOTAL	NOVEMBER					NOV TOTAL	DECEMBER					DEC TOTAL	4th Qtr* TOTAL
SUBTOTALS																			
FOOD PROGRAM																			
OTHER INCOME																			
TOTALS																			

BALANCE CARRIED FORWARD	
2001 TOTAL	

*4th quarter for estimated tax for the months of September-December. Quarters for income tax purposes are determined by the federal government and are not always the same as calendar quarters. Taxes for the 4th quarter are due January 15, 2002.

PAYMENT AND INCOME RECORD FOR OCTOBER-DECEMBER

Child's Name	OCTOBER					OCT TOTAL	NOVEMBER					NOV TOTAL	DECEMBER					DEC TOTAL	4th Qtr* TOTAL
SUBTOTALS																			
FOOD PROGRAM																			
OTHER INCOME																			
TOTALS																			

BALANCE CARRIED FORWARD ____

2001 TOTAL ____

*4th quarter for estimated tax for the months of September-December. Quarters for income tax purposes are determined by the federal government and are not always the same as calendar quarters. Taxes for the 4th quarter are due January 15, 2002.

EMERGENCY PHONE NUMBERS

IN EMERGENCIES

PROVIDER'S ADDRESS

PROVIDER'S PHONE #

FIRE

EMERGENCY SQUAD

LOCAL HOSPITAL

POLICE

POISON CONTROL CENTER

OTHER

USE 911 IF AVAILABLE

Child's Name	Age	Birth Date	Parent/Guardian		Parent/Guardian		Emergency Contact		Doctor	
			Home #	Work #	Home #	Work #	Name	Phone #	Name	Phone #

190

191

EMERGENCY PHONE NUMBERS

PROVIDER'S ADDRESS

PROVIDER'S PHONE #

FIRE

EMERGENCY SQUAD

LOCAL HOSPITAL

POLICE

POISON CONTROL CENTER

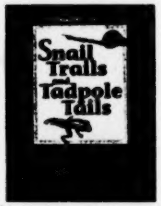
OTHER

IN EMERGENCIES

USE 911

IF AVAILABLE

Child's Name	Age	Birth Date	Parent/Guardian		Parent/Guardian		Emergency Contact		Doctor	
			Home #	Work #	Home #	Work #	Name	Phone #	Name	Phone #



Save 20%

Snail Trails and Tadpole Tails

Item #457001

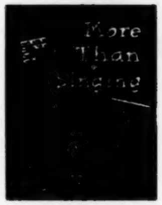
Retail Price ~~$13.95~~

Special Offer $11.16*

This coupon must accompany your mailed order (no phone or fax orders accepted). No other discounts apply. May not be duplicated. Special offer is for a one-time order and applies to one copy of title indicated on coupon.

*plus $2.95 shipping & handling (please complete other side)

Valid October 1 – October 31, 2001 ONLY



Save 20%

More Than Singing

Item #305001

Retail Price ~~$29.95~~

Special Offer $23.96*

This coupon must accompany your mailed order (no phone or fax orders accepted). No other discounts apply. May not be duplicated. Special offer is for a one-time order and applies to one copy of title indicated on coupon.

*plus $2.95 shipping & handling (please complete other side)

Valid November 1 – November 30, 2001 ONLY

The Optimistic Classroom

Save 20%

The Optimistic Classroom

Item #306801

Retail Price ~~$22.95~~

Special Offer $18.36*

This coupon must accompany your mailed order (no phone or fax orders accepted). No other discounts apply. May not be duplicated. Special offer is for a one-time order and applies to one copy of title indicated on coupon.

*plus $2.95 shipping & handling (please complete other side)

Valid December 1 – December 31, 2001 ONLY

So This Is Normal Too?

Save 20%

So This Is Normal Too?

Item #153901

Retail Price ~~$14.95~~

Special Offer $11.96*

This coupon must accompany your mailed order (no phone or fax orders accepted). No other discounts apply. May not be duplicated. Special offer is for a one-time order and applies to one copy of title indicated on coupon.

*plus $2.95 shipping & handling (please complete other side)

Valid July 1 – July 31, 2001 ONLY

Save 20%

The Kindness Curriculum

Item #302201

Retail Price ~~$14.95~~

Special Offer $11.96*

This coupon must accompany your mailed order (no phone or fax orders accepted). No other discounts apply. May not be duplicated. Special offer is for a one-time order and applies to one copy of title indicated on coupon.

*plus $2.95 shipping & handling (please complete other side)

Valid August 1 – August 31, 2001 ONLY

Save 20%

More Than Magnets

Item #402401

Retail Price ~~$24.95~~

Special Offer $19.96*

This coupon must accompany your mailed order (no phone or fax orders accepted). No other discounts apply. May not be duplicated. Special offer is for a one-time order and applies to one copy of title indicated on coupon.

*plus $2.95 shipping & handling (please complete other side)

Valid September 1 – September 30, 2001 ONLY

Infant and Toddler Experiences

Save 20%

Infant and Toddler Experiences

Item #126001

Retail Price ~~$18.95~~

Special Offer $15.16*

This coupon must accompany your mailed order (no phone or fax orders accepted). No other discounts apply. May not be duplicated. Special offer is for a one-time order and applies to one copy of title indicated on coupon.

*plus $2.95 shipping & handling (please complete other side)

Valid April 1 – April 30, 2001 ONLY

Save 20%

Much More Than Counting

Item #406501

Retail Price ~~$24.95~~

Special Offer $19.96*

This coupon must accompany your mailed order (no phone or fax orders accepted). No other discounts apply. May not be duplicated. Special offer is for a one-time order and applies to one copy of title indicated on coupon.

*plus $2.95 shipping & handling (please complete other side)

Valid May 1 – May 31, 2001 ONLY

Save 20%

More Than Counting

Item #301901

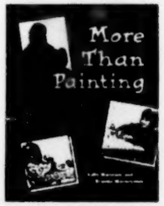
Retail Price ~~$24.95~~

Special Offer $19.96*

This coupon must accompany your mailed order (no phone or fax orders accepted). No other discounts apply. May not be duplicated. Special offer is for a one-time order and applies to one copy of title indicated on coupon.

*plus $2.95 shipping & handling (please complete other side)

Valid June 1 – June 30, 2001 ONLY



Save 20%

More Than Painting

Item #406401

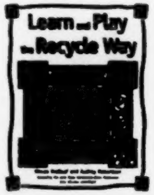
Retail Price ~~$24.95~~

Special Offer $19.96*

This coupon must accompany your mailed order (no phone or fax orders accepted). No other discounts apply. May not be duplicated. Special offer is for a one-time order and applies to one copy of title indicated on coupon.

*plus $2.95 shipping & handling (please complete other side)

Valid January 1 – January 31, 2001 ONLY



Save 20%

Learn and Play the Recycle Way

Item #430301

Retail Price ~~$18.95~~

Special Offer $15.16*

This coupon must accompany your mailed order (no phone or fax orders accepted). No other discounts apply. May not be duplicated. Special offer is for a one-time order and applies to one copy of title indicated on coupon.

*plus $2.95 shipping & handling (please complete other side)

Valid February 1 – February 28, 2001 ONLY

Save 20%

Making It Better

Item #304401

Retail Price ~~$16.95~~

Special Offer $13.56*

This coupon must accompany your mailed order (no phone or fax orders accepted). No other discounts apply. May not be duplicated. Special offer is for a one-time order and applies to one copy of title indicated on coupon.

*plus $2.95 shipping & handling (please complete other side)

Valid March 1 – March 31, 2001 ONLY

Mail your check or money order and this complete coupon to:
Monthly Book Promotion, Redleaf Press, 450 N. Syndicate,
Suite 5, St. Paul, MN 55104
Ship to: (please print clearly)
Name: ______________________
Street Address: ______________________
City: ______________ State: _____ ZIP: ________
Phone: (______) ______________________

More Than Painting

Special Offer $19.96 S/H $2.95 TOTAL $22.91

Mail your check or money order and this complete coupon to:
Monthly Book Promotion, Redleaf Press, 450 N. Syndicate,
Suite 5, St. Paul, MN 55104
Ship to: (please print clearly)
Name: ______________________
Street Address: ______________________
City: ______________ State: _____ ZIP: ________
Phone: (______) ______________________

Learn and Play the Recycle Way

Special Offer $15.16 S/H $2.95 TOTAL $18.11

Mail your check or money order and this complete coupon to:
Monthly Book Promotion, Redleaf Press, 450 N. Syndicate,
Suite 5, St. Paul, MN 55104
Ship to: (please print clearly)
Name: ______________________
Street Address: ______________________
City: ______________ State: _____ ZIP: ________
Phone: (______) ______________________

Making It Better

Special Offer $13.56 S/H $2.95 TOTAL $16.51

Mail your check or money order and this complete coupon to:
Monthly Book Promotion, Redleaf Press, 450 N. Syndicate,
Suite 5, St. Paul, MN 55104
Ship to: (please print clearly)
Name: ______________________
Street Address: ______________________
City: ______________ State: _____ ZIP: ________
Phone: (______) ______________________

Infant and Toddler Experiences

Special Offer $15.16 S/H $2.95 TOTAL $18.11

Mail your check or money order and this complete coupon to:
Monthly Book Promotion, Redleaf Press, 450 N. Syndicate,
Suite 5, St. Paul, MN 55104
Ship to: (please print clearly)
Name: ______________________
Street Address: ______________________
City: ______________ State: _____ ZIP: ________
Phone: (______) ______________________

Much More Than Counting

Special Offer $19.96 S/H $2.95 TOTAL $22.91

Mail your check or money order and this complete coupon to:
Monthly Book Promotion, Redleaf Press, 450 N. Syndicate,
Suite 5, St. Paul, MN 55104
Ship to: (please print clearly)
Name: ______________________
Street Address: ______________________
City: ______________ State: _____ ZIP: ________
Phone: (______) ______________________

More Than Counting

Special Offer $19.96 S/H $2.95 TOTAL $22.91

Mail your check or money order and this complete coupon to:
Monthly Book Promotion, Redleaf Press, 450 N. Syndicate,
Suite 5, St. Paul, MN 55104
Ship to: (please print clearly)
Name: ______________________
Street Address: ______________________
City: ______________ State: _____ ZIP: ________
Phone: (______) ______________________

So This Is Normal Too?

Special Offer $11.96 S/H $2.95 TOTAL $14.91

Mail your check or money order and this complete coupon to:
Monthly Book Promotion, Redleaf Press, 450 N. Syndicate,
Suite 5, St. Paul, MN 55104
Ship to: (please print clearly)
Name: ______________________
Street Address: ______________________
City: ______________ State: _____ ZIP: ________
Phone: (______) ______________________

The Kindness Curriculum

Special Offer $11.96 S/H $2.95 TOTAL $14.91

Mail your check or money order and this complete coupon to:
Monthly Book Promotion, Redleaf Press, 450 N. Syndicate,
Suite 5, St. Paul, MN 55104
Ship to: (please print clearly)
Name: ______________________
Street Address: ______________________
City: ______________ State: _____ ZIP: ________
Phone: (______) ______________________

More Than Magnets

Special Offer $19.96 S/H $2.95 TOTAL $22.91

Mail your check or money order and this complete coupon to:
Monthly Book Promotion, Redleaf Press, 450 N. Syndicate,
Suite 5, St. Paul, MN 55104
Ship to: (please print clearly)
Name: ______________________
Street Address: ______________________
City: ______________ State: _____ ZIP: ________
Phone: (______) ______________________

Snail Trails and Tadpole Tails

Special Offer $11.16 S/H $2.95 TOTAL $14.11

Mail your check or money order and this complete coupon to:
Monthly Book Promotion, Redleaf Press, 450 N. Syndicate,
Suite 5, St. Paul, MN 55104
Ship to: (please print clearly)
Name: ______________________
Street Address: ______________________
City: ______________ State: _____ ZIP: ________
Phone: (______) ______________________

More Than Singing

Special Offer $23.96 S/H $2.95 TOTAL $26.91

Mail your check or money order and this complete coupon to:
Monthly Book Promotion, Redleaf Press, 450 N. Syndicate,
Suite 5, St. Paul, MN 55104
Ship to: (please print clearly)
Name: ______________________
Street Address: ______________________
City: ______________ State: _____ ZIP: ________
Phone: (______) ______________________

Optimistic Classroom

Special Offer $18.36 S/H $2.95 TOTAL $21.31

BUSINESS MILEAGE

Keep copies of this form in your car.

DATE	DESTINATION	PURPOSE	NO. MILES
		TOTAL	

BUSINESS MILEAGE

Keep copies of this form in your car.

DATE	DESTINATION	PURPOSE	NO. MILES
		TOTAL	

MEMBER

REDLEAF
NATIONAL
INSTITUTE

BECOME A MEMBER OF THE INSTITUTE!

New membership program launched by Redleaf National Institute

Redleaf National Institute, the national center for the business of family child care, is expanding services to help family child care providers and their associations become even more successful. By offering a variety of new business resources, we can help you improve your business skills, deal with business issues, and deliver the best care for children.

For only $39 a year, you can join the business organization dedicated to the business needs of family child care.

Look at these great benefits members will receive:

- **Redleaf Press Discounts:** 20% discount on all Redleaf Press titles—business, curriculum, infant and toddler, and children's books (10% discount on *Calendar-Keeper* Software). Save money every time you buy the books you need to improve your business.
- **Toll-Free Business Helpline:** Our business experts can answer your questions on record keeping, taxes, contracts, and legal issues. Call us with your tough questions.
- **Free *Provider Business* Newsletter:** Subscription to the new quarterly business newsletter to keep you up to date on timely business matters. Regular articles by Tom Copeland and the Institute staff.
- **Special Redleaf Press Book Offer:** One-time 36% discount on our package of Basic Business Essentials by Tom Copeland: *Family Child Care Record Keeping Guide, Family Child Care Contracts and Policies, Family Child Care Marketing Guide, Family Child Care Inventory-Keeper*, and *Family Child Care Mileage-Keeper.* You save over $17!
- **Access to Business Insurance:** Policies (homeowner's, liability, and car) to help reduce the risks of your business. Not available in all states.
- **Free *Family Child Caring* Newsletter:** Receive your own copy of this popular quarterly newsletter that includes children's activities, conference calendar, and more.
- **IRS Audit Assistance:** Expanded tax research and audit assistance to help you defend yourself at an IRS audit.
- **Training Discounts:** Membership discounts on special Institute-sponsored training.
- **Member Web Page:** Special offers at the members-only page.
- **E-mail Updates:** Instant news alerts and announcements automatically sent to members who have e-mail.
- New members receive a membership window sticker and door sticker.

For more information and to receive a membership application form, contact us toll-free at 800-423-8309, extension 678, e-mail us at Jeff@redleafinstitute.org, or visit our Web site at www.redleafinstitute.org. Your association can earn money by promoting this membership program to your group. Contact us for further details. Don't forget that the $39 membership fee is 100% tax deductible!

ANNOUNCING

www.redleafpress.org

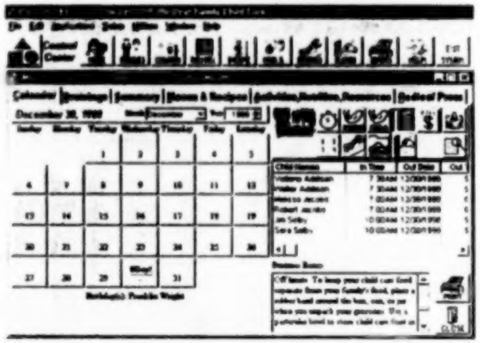
The on-line resource for early childhood professionals

We're excited to announce our new Web site, which we've designed as an on-line resource to help you make the most of your business of caring for children:

- Order your family child care business essentials and other child care resources from our on-line Redleaf Bookstore.
- Learn more about each resource before you buy.
- Join our Redleaf Forum and discuss issues facing early childhood care with providers and caregivers across the United States.
- Review our Schedule of Events to find conferences and workshops available in your area.

Calendar-Keeper Software

The Complete Business Management Software for Child Care Professionals



Calendar-Keeper Software is the most complete business management software created for family child care. To order a copy of the software (#101701, $159.95) or to request a free demo and sample reports, call 800-423-8309 or visit www.cksoft.com for more information.